Inventory-1

Lesson 1-3: Apply a simple filter to a range

1   Download the sample files (if you haven't already done so).

1. Open your web browser and type in the URL:

    www.ExcelCentral.com

2. Click the *Sample Files* link on the top left of the home page.

3. Download the sample files (also see sidebar: *Organizing your sample files folder*).

    Note that we strongly recommend that you click the *Recommended Option* button to download the sample files as a (digitally signed) self-extracting .EXE file. This avoids the *Protected View* issue discussed on the facing page sidebar.

2   Open *Inventory-1* from your sample files folder.

This workbook contains a list showing all goods in stock.

	A	B	C
1	Product Name	Supplier	Category
2	Aniseed Syrup	Exotic Liquids	Condiments
3	Boston Crab Meat	New England Seafood Cannery	Seafood
4	Camembert Pierrot	Gai pâturage	Dairy Products

3   Add a filter to the range.

1. Click anywhere inside the range.

2. Click: Data➜Sort & Filter➜Filter.

Notice that small drop-down arrow buttons have appeared in the range header row:

	A	B	C
1	Product Name ▾	Supplier ▾	Category ▾
2	Aniseed Syrup	Exotic Liquids	Condiments
3	Boston Crab Meat	New England Seafood Cannery	Seafood

4   Use the filter to display products in the *Seafood* category.

1. Click the drop-down arrow to the right of *Category* in C1.

2. Uncheck the *(Select All)* check box.

3. Check the *Seafood* checkbox.

4. Click the OK button.

Only Seafood products are now displayed:

	A	B	C
1	Product Name ▾	Supplier ▾	Category ▾
3	Boston Crab Meat	New England Seafood Cannery	Seafood
5	Carnarvon Tigers	Pavlova, Ltd.	Seafood

note

Potential problem when downloading sample files

Protected view is a security feature that was first introduced in Excel 2010. It is designed to protect you from potential viruses by treating all files downloaded from the Internet as being suspicious.

Any workbooks that are downloaded from the Internet, or are received by e-mail attachment, will open in Protected View by default.

PROTECTED VIEW   Be careful—
                 to edit, it's s
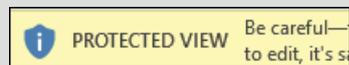
The user then has to click an *Enable Editing* button to use the file as normal:

Enable Editing

While some users may find it useful to be reminded about the origin of their files, others may find this feature annoying.

To avoid seeing this message whenever you open a sample file, we recommend that you download using the recommended option:

Download Sample Files (Recommended Option)

This downloads the entire sample file set as a digitally signed self-extracting executable file.

We also offer an alternative method to download:

Download Sample Files (Zip file Option)

This has been provided because some companies (or anti-virus products) block the download of executable files.

If you download using the zip file option, you'll have to click the *Enable Editing* button every time you open a sample file.

Notice that the filter button next to *Category* in cell C1 has changed to show that a filter condition is in effect.

Notice also that the row numbers along the left of the worksheet are now shaded blue and are no longer sequential.

5   Add a second filter condition to show items in the *Seafood* category with an inventory value greater than 1,000.

   1.   Click the drop-down arrow to the right of *Value* in cell F1.

   2.   Click: Number Filters→Greater Than... from the drop-down menu.

   3.   Type **1000** into the text box.
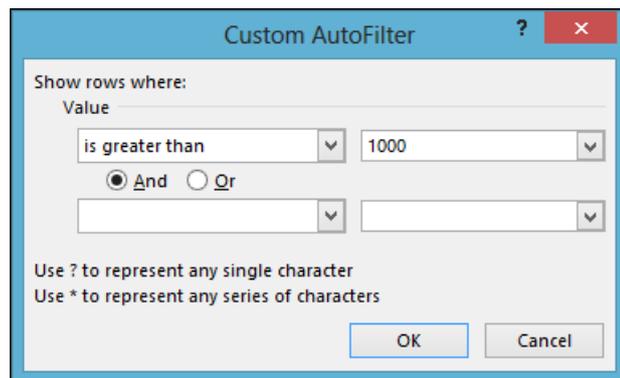
   4.   Click the OK button.

Only rows that are in the *Seafood* category and exceed a value of 1,000 are now shown.

	A	B	C	D	E	F
1	Product Name	Supplier	Category	Unit Price	In Stock	Value
3	Boston Crab Meat	New England Seafood Cannery	Seafood	18.40	123	2,263.20
5	Carnarvon Tigers	Pavlova, Ltd.	Seafood	62.50	42	2,625.00
26	Inlagd Sill	Svensk Sjöföda AB	Seafood	19.00	112	2,128.00
51	Röd Kaviar	Svensk Sjöföda AB	Seafood	15.00	101	1,515.00
59	Spegesild	Lyngbysild	Seafood	12.00	95	1,140.00

6   Remove the filter from the range.

   1.   Click anywhere inside the range.

   2.   Click: Data→Sort & Filter→Filter.

   Notice that the small drop-down handles have disappeared from the range header row and that all rows are now displayed.

7   Use *Filter by selection* to only show rows in the *Dairy Products* category.

   1.   Right-click any cell in the *Category* column containing the text: *Dairy Products*

   2.   Click: Filter→Filter by selected cell's value

   from the shortcut menu.

   Notice that only rows that are in the Dairy Products category are now displayed.

8   Remove the filter from the range.