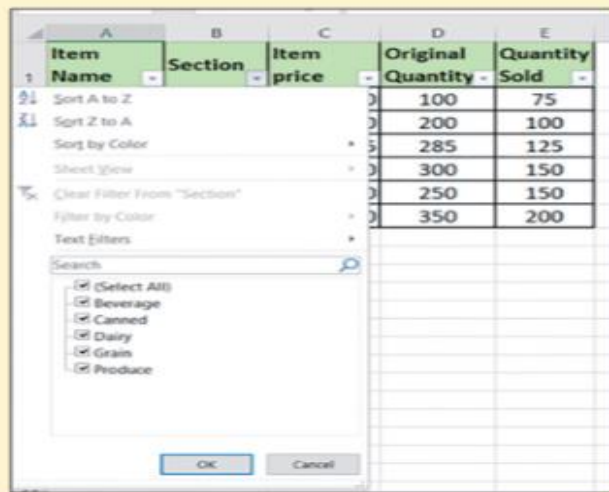


## WORKSTATION 2

### Filtering data using a key word

We can also filter for specific words.

Criterion: All 'dairy' items

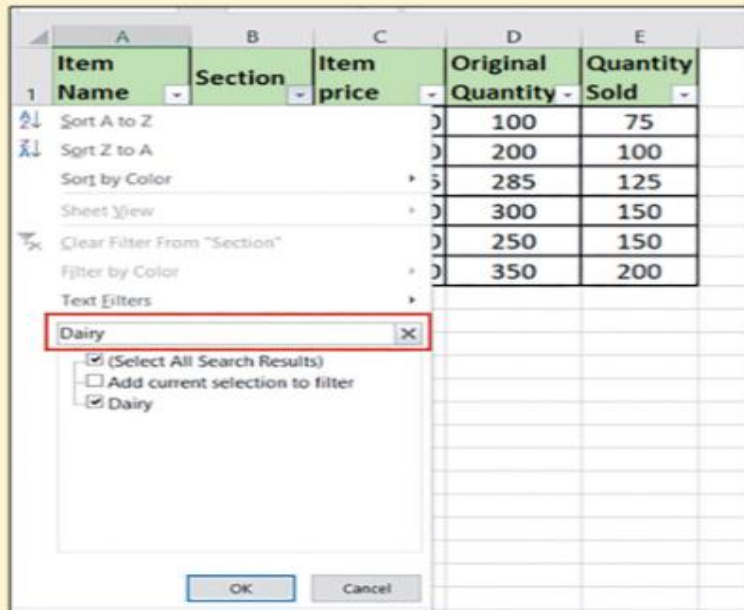


The screenshot shows the Excel Data Filter menu open over a table. The table has columns: Item Name, Section, Item price, Original Quantity, and Quantity Sold. The menu options include sorting, clearing filters, and text filters. The 'Text Filters' option is selected, and a search box is open with the word 'Dairy' entered. The search results list 'Dairy' with a checked box.

Item Name	Section	Item price	Original Quantity	Quantity Sold
			100	75
			200	100
			285	125
			300	150
			250	150
			350	200

### STEPS

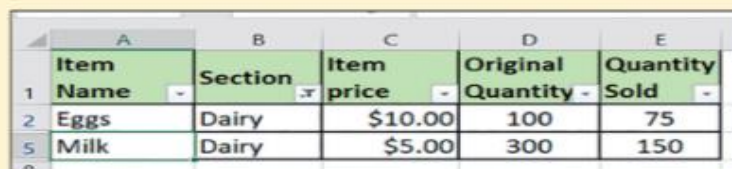
- 1 Go to any cell in the data table.
- 2 Click on the **Data** Tab
- 3 Click on the **Filter** icon.
- 4 Click the drop-down arrow in the **Section** field.
- 5 Type the key word **Dairy** in the **Search** box.
- 6 Click **OK**.



The screenshot shows the Excel Data Filter menu with the search box containing 'Dairy'. The search results list 'Dairy' with a checked box. The 'Add current selection to filter' checkbox is also checked.

Item Name	Section	Item price	Original Quantity	Quantity Sold
			100	75
			200	100
			285	125
			300	150
			250	150
			350	200

- 7 The data table will be filtered to show only the records with 'dairy' items.



The screenshot shows the Excel data table after filtering. Only the records with 'Dairy' in the Section field are visible.

Item Name	Section	Item price	Original Quantity	Quantity Sold
Eggs	Dairy	\$10.00	100	75
Milk	Dairy	\$5.00	300	150