

Table Filter: Adding the Macro ^{0%}

Instructions

Welcome to the practical guide to the **Table Filter macro**, where you will learn how to filter tables in a few clicks using different types of filters.

Add the Table Filter macro:

1. Move the cursor over the table.
2. See special icons appear on the top right of the table and click the button "Filter table data":



Done

Training table

Product Orders: June 2018

Store	Order date	Items	Order price	Order priority
Store #3	6/1/2018	Separators/dividers	\$1,200.00	★
Store #1	6/1/2018	Writing pad A4 size line	\$156.00	★
Store #3	6/1/2018	Flip chart	\$851.00	★
Store #1	6/1/2018	Magnetic white board duster	\$1,200.00	★
Store #1	6/1/2018	Stapler pins 10	\$968.00	★
Store #2	6/1/2018	Printing of envelope A-5 size brown	\$425.00	★
Store #2	6/1/2018	Office file with clip	\$684.00	★
Store #1	6/1/2018	Paper cutter stand	\$1,825.00	★
Store #3	6/1/2018	Rubber band (medium and small size)	\$648.00	★
Store #2	6/1/2018	White board marker	\$1,560.00	★
Store #3	6/2/2018	Printing of invitation cards	\$561.00	★
Store #2	6/2/2018	Thick A4 size paper folder	\$1,575.00	★
Store #1	6/2/2018	Correction tape	\$1,400.00	★
Store #2	6/2/2018	A4 size writing pad spiral	\$624.00	★
Store #3	6/2/2018	Sticker Sign here	\$4,150.00	★
Store #2	6/2/2018	Stapler HD-45	\$726.00	★
Store #3	6/2/2018	Plastic folder A4 size-	\$1,740.00	★
Store #3	6/2/2018	Tape dispenser	\$264.00	★
Store #2	6/2/2018	Gate pass book	\$630.00	★
Store #1	6/2/2018	Printing of invitation cards	\$1,675.00	★
Store #3	6/2/2018	Printing of envelope cloth lined brown	\$1,428.00	★
Store #1	6/2/2018	Post it 2 x 3	\$600.00	★
Store #3	6/2/2018	Rubber band (big size)	\$880.00	★
Store #1	6/3/2018	Cello tape 1"	\$980.00	★
Store #2	6/3/2018	Scissors (big)	\$2,278.00	★
Store #2	6/4/2018	Plastic folder with hole- A4 size	\$744.00	★
Store #1	6/4/2018	Plastic folder with hole- A4 size	\$1,320.00	★
Store #1	6/4/2018	Brown paper sheet	\$280.00	★
Store #1	6/5/2018	Key ring	\$495.00	★
Store #2	6/5/2018	Highlighter (yellow,green,orange)	\$2,726.00	★
Store #1	6/6/2018	Eraser	\$1,176.00	★
Store #3	6/7/2018	Non dust chalk	\$3,772.00	★
Store #2	6/8/2018	Cello tape 1"	\$2,160.00	★
Store #1	6/8/2018	Scale 30 cm & 12 cm	\$1,681.00	★
Store #3	6/8/2018	Eraser	\$760.00	★
Store #3	6/8/2018	Thin A4 size paper folder	\$352.00	★
Store #1	6/8/2018	Pencil	\$833.00	★

Store #3	6/9/2018	Cello tape 1"	\$160.00	★
Store #1	6/9/2018	Library box	\$450.00	★
Store #1	6/9/2018	Stamp pad ink	\$2,300.00	★
Store #1	6/9/2018	Bubble sheet	\$3,589.00	★
Store #3	6/9/2018	Plastic folder with visiting card holding sheet	\$774.00	★
Store #2	6/9/2018	Key ring	\$1,080.00	★
Store #1	6/10/2018	Non dust chalk	\$1,892.00	★
Store #3	6/10/2018	Brown paper sheet	\$2,976.00	★
Store #3	6/10/2018	Calculator paper roll	\$1,036.00	★
Store #3	6/10/2018	Gel pen	\$140.00	★
Store #2	6/10/2018	Library box	\$770.00	★
Store #3	6/11/2018	Stamp pad ink	\$1,470.00	★
Store #2	6/11/2018	Printing of envelope A-4 size brown	\$182.00	★
Store #1	6/11/2018	Desk calculator	\$364.00	★
Store #2	6/11/2018	Scale 30 cm & 12 cm	\$2,052.00	★
Store #3	6/11/2018	Gate pass book	\$3,492.00	★
Store #3	6/11/2018	Library box	\$1,440.00	★
Store #1	6/11/2018	Office tray (in & out)	\$5,000.00	★
Store #3	6/11/2018	Highlighter (yellow,green,orange)	\$1,920.00	★
Store #1	6/12/2018	Punching machine 520	\$3,150.00	★
Store #3	6/12/2018	Visiting card holder	\$874.00	★
Store #1	6/12/2018	Meeting writing pad	\$1,161.00	★
Store #3	6/13/2018	Stapler 10-D	\$1,440.00	★
Store #2	6/13/2018	Magnetic white board duster	\$1,581.00	★
Store #3	6/13/2018	Notice board size 3x2fit & 5x3fit	\$1,533.00	★
Store #2	6/14/2018	Rubber band (medium and small size)	\$495.00	★
Store #3	6/14/2018	Paper cutter stand	\$806.00	★
Store #1	6/14/2018	Letter opener	\$3,045.00	★
Store #2	6/15/2018	Desk calculator	\$2,964.00	★
Store #1	6/15/2018	Highlighter (yellow,green,orange)	\$912.00	★
Store #1	6/15/2018	Binder clips 41mm,32mm,19mm, 51mm	\$1,053.00	★
Store #3	6/15/2018	Magnetic white board duster	\$1,035.00	★
Store #2	6/15/2018	Rubber band (big size)	\$2,520.00	★
Store #3	6/15/2018	Bubble sheet	\$1,760.00	★
Store #1	6/15/2018	Scissors (big)	\$1,316.00	★
Store #2	6/16/2018	Letter opener	\$1,107.00	★
Store #3	6/16/2018	A4 size plastic file	\$1,470.00	★
Store #1	6/17/2018	Gel pen	\$3,268.00	★
Store #2	6/17/2018	Paper cutter stand	\$3,139.00	★
Store #2	6/17/2018	File folder A to Z and 1 to 31	\$598.00	★
Store #2	6/17/2018	Meeting writing pad	\$984.00	★
Store #1	6/17/2018	Calculator paper roll	\$1,392.00	★
Store #1	6/18/2018	Visiting card holder	\$448.00	★

Store #2	6/18/2018	Gel pen	\$3,608.00	★
Store #3	6/18/2018	Writing pad A4 size line	\$481.00	★
Store #2	6/18/2018	Bubble sheet	\$884.00	★
Store #3	6/18/2018	Key ring	\$198.00	★
Store #2	6/18/2018	Date stamp	\$3,078.00	★
Store #2	6/18/2018	Writing pad - A5 size line	\$873.00	★
Store #3	6/18/2018	Acknowledgement book	\$646.00	★
Store #3	6/18/2018	Binder clips 41mm,32mm,19mm, 51mm	\$1,128.00	★
Store #2	6/19/2018	Pencil	\$432.00	★
Store #2	6/19/2018	A4 size plastic file	\$3,526.00	★
Store #2	6/19/2018	Binder clips 41mm,32mm,19mm, 51mm	\$2,450.00	★
Store #3	6/19/2018	Scale 30 cm & 12 cm	\$1,300.00	★
Store #1	6/19/2018	Notice board size 3x2fit & 5x3fit	\$2,475.00	★
Store #2	6/20/2018	Stamp pad ink	\$2,400.00	★
Store #1	6/20/2018	Plastic folder with visiting card holding sheet	\$1,886.00	★
Store #1	6/20/2018	Gate pass book	\$2,214.00	★
Store #3	6/20/2018	Office tray (in & out)	\$510.00	★
Store #3	6/20/2018	Printing of envelope A-4 size brown	\$1,372.00	★
Store #1	6/20/2018	A4 size plastic file	\$3,762.00	★
Store #3	6/21/2018	File separator A-4 size	\$3,441.00	★
Store #2	6/21/2018	Non dust chalk	\$775.00	★
Store #1	6/21/2018	Writing pad - A5 size line	\$703.00	★
Store #1	6/21/2018	Thin A4 size paper folder	\$968.00	★
Store #2	6/21/2018	ID card holder	\$1,798.00	★
Store #2	6/22/2018	Punching machine 520	\$2,125.00	★
Store #2	6/22/2018	Acknowledgement book	\$3,520.00	★
Store #1	6/22/2018	Office file with clip	\$696.00	★
Store #2	6/22/2018	Calculator paper roll	\$484.00	★
Store #3	6/23/2018	Writing pad - A5 size line	\$1,444.00	★
Store #2	6/23/2018	Stapler 10-D	\$1,472.00	★
Store #3	6/23/2018	Desk calculator	\$308.00	★
Store #1	6/23/2018	File folder A to Z and 1 to 31	\$105.00	★
Store #2	6/23/2018	Thin A4 size paper folder	\$310.00	★
Store #2	6/23/2018	Office tray (in & out)	\$567.00	★
Store #2	6/23/2018	Eraser	\$777.00	★
Store #3	6/24/2018	Scissors (big)	\$78.00	★
Store #2	6/24/2018	File separator A-4 size	\$2,254.00	★
Store #2	6/24/2018	Visiting card holder	\$1,168.00	★
Store #3	6/24/2018	Punching machine 520	\$484.00	★
Store #2	6/25/2018	Notice board size 3x2fit & 5x3fit	\$320.00	★
Store #2	6/25/2018	Writing pad A4 size line	\$378.00	★
Store #1	6/26/2018	Stapler 10-D	\$686.00	★
Store #2	6/26/2018	Brown paper sheet	\$1,024.00	★

Store #3	6/26/2018	Plastic folder with hole- A4 size	\$732.00	★
Store #3	6/26/2018	Meeting writing pad	\$735.00	★
Store #3	6/26/2018	Office file with clip	\$688.00	★
Store #3	6/26/2018	Letter opener	\$3,792.00	★
Store #1	6/27/2018	Rubber band (big size)	\$1,656.00	★
Store #1	6/27/2018	Acknowledgement book	\$3,000.00	★
Store #3	6/27/2018	File folder A to Z and 1 to 31	\$624.00	★
Store #1	6/27/2018	File separator A-4 size	\$705.00	★
Store #3	6/27/2018	ID card holder	\$3,128.00	★
Store #1	6/27/2018	ID card holder	\$420.00	★
Store #1	6/28/2018	Rubber band (medium and small size)	\$280.00	★
Store #2	6/28/2018	Plastic folder with visiting card holding sheet	\$2,619.00	★
Store #1	6/29/2018	Date stamp	\$784.00	★
Store #1	6/30/2018	Printing of envelope A-4 size brown	\$2,604.00	★
Store #3	6/30/2018	Date stamp	\$1,040.00	★