


# Table Filter: Adding the Macro <sup>0 %</sup>

## Instructions

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

Hover over table columns and click the funnel icon  in one of the column headers. Select one or multiple values to filter.

Click the funnel icon  at the top right corner of the table and select **Save changes** if you'd like to preserve the filtration after refreshing the page.

Done

## Training table

### Product Orders: June 2020

| Store    | Order date | Items   | Order price | Order priority |
|----------|------------|---|-------------|----------------|
| Store #1 | 6/1/2020   | Writing pad A4 size line                        | \$156.00    | ★              |
| Store #1 | 6/1/2020   | Magnetic white board duster                     | \$1,200.00  | ★              |
| Store #1 | 6/1/2020   | Stapler pins 10                                 | \$968.00    | ★              |
| Store #1 | 6/1/2020   | Paper cutter stand                              | \$1,825.00  | ★              |
| Store #1 | 6/2/2020   | Correction tape                                 | \$1,400.00  | ★              |
| Store #1 | 6/2/2020   | Printing of invitation cards                    | \$1,675.00  | ★              |
| Store #1 | 6/2/2020   | Post it 2 x 3                                   | \$600.00    | ★              |
| Store #1 | 6/3/2020   | Cello tape 1"                                   | \$980.00    | ★              |
| Store #1 | 6/4/2020   | Plastic folder with hole- A4 size               | \$1,320.00  | ★              |
| Store #1 | 6/4/2020   | Brown paper sheet                               | \$280.00    | ★              |
| Store #1 | 6/5/2020   | Key ring  | \$495.00    | ★              |
| Store #1 | 6/6/2020   | Eraser  | \$1,176.00  | ★              |
| Store #1 | 6/8/2020   | Scale 30 cm & 12 cm                             | \$1,681.00  | ★              |
| Store #1 | 6/8/2020   | Pencil  | \$833.00    | ★              |
| Store #1 | 6/9/2020   | Library box                                     | \$450.00    | ★              |
| Store #1 | 6/9/2020   | Stamp pad ink                                   | \$2,300.00  | ★              |
| Store #1 | 6/9/2020   | Bubble sheet                                    | \$3,589.00  | ★              |
| Store #1 | 6/10/2020  | Non dust chalk                                  | \$1,892.00  | ★              |
| Store #1 | 6/11/2020  | Desk calculator                                 | \$364.00    | ★              |
| Store #1 | 6/11/2020  | Office tray ( in & out )                        | \$5,000.00  | ★              |
| Store #1 | 6/12/2020  | Punching machine 520                            | \$3,150.00  | ★              |
| Store #1 | 6/12/2020  | Meeting writing pad                             | \$1,161.00  | ★              |
| Store #1 | 6/14/2020  | Letter opener                                   | \$3,045.00  | ★              |
| Store #1 | 6/15/2020  | Highlighter (yellow,green,orange)               | \$912.00    | ★              |
| Store #1 | 6/15/2020  | Binder clips 41mm,32mm,19mm, 51mm               | \$1,053.00  | ★              |
| Store #1 | 6/15/2020  | Scissors (big)                                  | \$1,316.00  | ★              |
| Store #1 | 6/17/2020  | Gel pen   | \$3,268.00  | ★              |
| Store #1 | 6/17/2020  | Calculator paper roll                           | \$1,392.00  | ★              |
| Store #1 | 6/18/2020  | Visiting card holder                            | \$448.00    | ★              |
| Store #1 | 6/19/2020  | Notice board size 3x2fit & 5x3fit               | \$2,475.00  | ★              |
| Store #1 | 6/20/2020  | Plastic folder with visiting card holding sheet | \$1,886.00  | ★              |
| Store #1 | 6/20/2020  | Gate pass book                                  | \$2,214.00  | ★              |
| Store #1 | 6/20/2020  | A4 size plastic file                            | \$3,762.00  | ★              |
| Store #1 | 6/21/2020  | Writing pad - A5 size line                      | \$703.00    | ★              |
| Store #1 | 6/21/2020  | Thin A4 size paper folder                       | \$968.00    | ★              |
| Store #1 | 6/22/2020  | Office file with clip                           | \$696.00    | ★              |

|          |           |                                     |            |   |
|----------|-----------|-------------------------------------|------------|---|
| Store #1 | 6/23/2020 | File folder A to Z and 1 to 31      | \$105.00   | ★ |
| Store #1 | 6/26/2020 | Stapler 10-D                        | \$686.00   | ★ |
| Store #1 | 6/27/2020 | Rubber band (big size)              | \$1,656.00 | ★ |
| Store #1 | 6/27/2020 | Acknowledgement book                | \$3,000.00 | ★ |
| Store #1 | 6/27/2020 | File separator A-4 size             | \$705.00   | ★ |
| Store #1 | 6/27/2020 | ID card holder                      | \$420.00   | ★ |
| Store #1 | 6/28/2020 | Rubber band (medium and small size) | \$280.00   | ★ |
| Store #1 | 6/29/2020 | Date stamp                          | \$784.00   | ★ |
| Store #1 | 6/30/2020 | Printing of envelope A-4 size brown | \$2,604.00 | ★ |