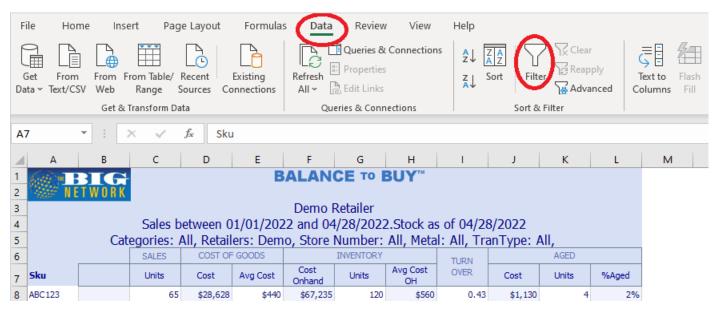
## **Excel Cheat Sheet – Sales & Inventory Analysis**

## To Filter

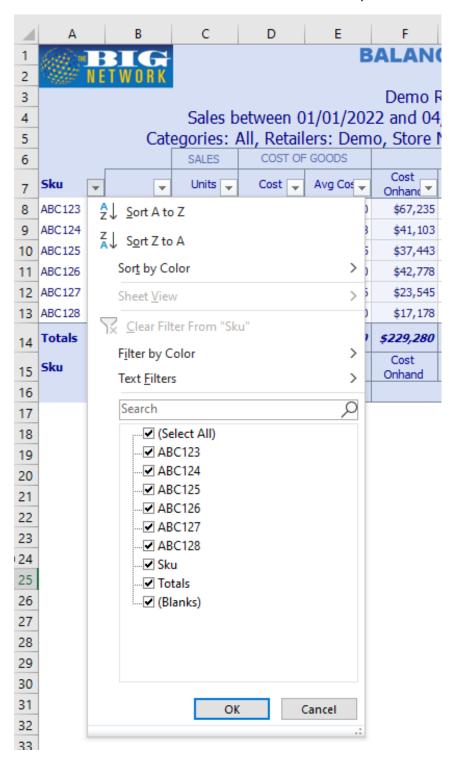
• Highlight header row to which you want to add filter:

4	Α	В	С	D	Е	F	G	Н	1	J	K	L	
1	heele m				В	ALAN	CE TO I	BUY™					
2	WW NE	TWORK											
3						Demo F							
4				etween 0						•			
5		Categories: All, Retailers: Demo, Store Number: All, Metal: All, TranType: All,											
6			SALES	COST OF	GOODS		INVENTORY		THRN		AGED		
7	Sku		Units	Cost	Avg Cost	Cost Onhand	Units	Avg Cost OH	OVER	Cost	Units	%Aged	
8	ABC123		65	\$28,628	\$440	\$67,235	120	\$560	0.43	\$1,130	4	2%	
9	ABC124		33	\$15,100	\$458	\$41,103	80	\$514	0.37	\$0	0	0%	
10	ABC125		28	\$11,888	\$425	\$37,443	76	\$493	0.32	\$0	0	0%	
11	ABC126		21	\$10,923	\$520	\$42,778	72	\$594	0.26	\$2,270	1	5%	
12	ABC127		11	\$3,040	\$276	\$23,545	50	\$471	0.13	\$515	2	2%	
13	ABC128		0	\$0	\$0	\$17,178	34	\$505	0.00	\$0	0	0%	
14	Totals		158	<i>\$69,578</i>	<b>\$440</b>	\$229,280	432	<i>\$531</i>	0.30	<i>\$3,915</i>	7	2%	
15	Sku		Units	Cost	Avg Cost	Cost Onhand	Units	Avg Cost OH	TURN	Cost	Units	%Aged	
16	5		SALES	COST OF GOODS		INVENTORY			OVER	AGED			

• Select the Data menu at the top of the page and click Filter:



• Click the down arrows next to the header column you want to filter on, and unclick (Select All):



 You are now ready to select the items you want to filter in or out by checking (in) and unchecking (out) boxes!