

# Slicers in Excel

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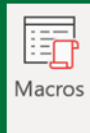
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## 1 About Slicers

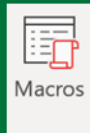
1. In Microsoft Excel, slicers are graphical user interface elements that provide a way to filter and interact with data in a PivotTable, PivotChart, or Excel Table.
2. Slicers make it easier to control and analyze data by allowing users to quickly filter information without directly interacting with the underlying cells.

## 2 Key Features of Slicers

1. **User-Friendly Filtering:** Slicers provide a visual and user-friendly way to filter data. Users can simply click on the items in the slicer to filter the associated data in a PivotTable, PivotChart, or Excel Table.
2. **Independent Filters:** Multiple slicers can be created for different fields in the data, allowing users to filter data based on various criteria independently. This is particularly useful for complex datasets with multiple dimensions.
3. **Visual Representation:** Slicers typically display a list of unique values from a field, presenting them in a clear and visually appealing format. This makes it easy for users to understand and apply filters.
4. **Connection to Multiple Tables/Charts:** Slicers can be connected to multiple PivotTables, PivotCharts, or Excel Tables within the same workbook. This means that a single slicer can control filters in different parts of the workbook.
5. **Customization Options:** Users can customize the appearance of slicers, such as changing the size, color, and style to match the overall design of their Excel workbook.
6. **Clear Selections:** Slicers often include a "Clear Filter" button, allowing users to quickly remove any applied filters and see the entire dataset.

## 3 How to use slicers in Excel

1. Select the PivotTable, PivotChart, or Excel Table that you want to filter.
2. Go to the "Insert" tab on the Ribbon.



3. Click on "Slicer" in the "Filters" group.
4. Choose the field(s) you want to use for filtering and click "OK."
5. After inserting slicers, a separate window with the slicer controls will appear. Users can then click on the items in the slicer to filter the associated data.

Slicers are especially helpful in dashboards and reports where users need to interact with and analyze data dynamically.

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