

Filter Visuals Data

You can make visualizations from subsets of spreadsheet data. To do this, use the "Filter Data" field when you create your visualization:

1. Either create or edit your visualization
 - Learn how to [create a new visualization](#) and [edit a visualization](#)
2. Click inside the "Filter Data" field
 - Find this field below the "Data Source URL"
 - A data filter toolbox will open
3. Enter your filter criteria
 - See [Filters](#) below for details
4. Click **OK**
 - You'll see a subset of your data on the chart

Filters

There are three sections in the data filter toolbox: an "If", a "Show," and "Order By" section.

- **If** sets which data values appear on the visualization
- **Show** sets which data categories appear on the visualization
- **Order by** shows the order in which categories appear on the visualization

Let's say you have a list of countries, and a count of bronze, silver, and gold Olympic medals for each country in the following sheet:

	Bronze	Silver	Gold
USA	321	158	333
Soviet Union	211	147	25
UK	125	225	451
France	52	147	255
China	298	32	197
Japan	12	56	125

"If" Statement

You want to only show countries with more than 100 bronze medals. To do this, you can use an *if* statement. Choose options for the three drop down menus to make this statement:

IF **Bronze** \geq **100**

This hides France and Japan from your final graph, to give:

	Bronze	Silver	Gold
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USA	321	158	333
Soviet Union	211	147	25
UK	125	225	451
China	298	32	197

You can also stack criteria. In addition to showing countries where bronze medals > 100, you want to only show countries that *also* have fewer than 200 gold medals.

Click **+** next to the first filter, then enter the following statement:

ALSO Gold ≤ 200

This hides the Soviet Union from your final graph, to give:

	Bronze	Silver	Gold
USA	321	158	333
UK	125	225	451
China	298	32	197

Visuals uses the headers from your spreadsheet to determine what categories appear in the first drop down menu. Make sure to format your data according to the guidelines in the [Visualization Index](#) for that graph.

Your options in the second drop down menu include:

- <: less than
- >: greater than
- =: equal to
- !=: is not equal to
- <=: less than or equal to
- >=: greater than or equal to

"Show" Statement

You want to only show silver medals on your graph, but have no criteria for the number of medals you want to show. To do this, you can use a *show* statement. Simply choose the category next to "SHOW" that you want to display:

SHOW Silver

"Order" Statement

You want your bar chart to sort the categories according to gold medals. You want the country with the most Gold medals to be at the top of the graph, and the country with the fewest Gold medals at the bottom. Simply choose the category next to "ORDER BY" that you want to display:

ORDER BY Gold