Excel 2013's great new Slicer feature in a formatted table is great. It gives you the ability to filter quickly without using the down arrows and it displays all that you've filtered.

You must change your table to a formatted table for the Slicer to activate. We'll walk you through below.

The example below is a simple table that hasn't been formatted yet.

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6	Date 💌	Branch 🔹	Amount 💌	Object Class 💌
7	10/1/2009	Army	\$22.00	21
8	10/2/2009	Navy	\$24.00	22
9	10/3/2009	Air Force	\$44.00	25
10	10/4/2009	Marines	\$66.00	26
11	10/5/2009	Reserves	\$68.00	31
12	10/6/2009	Army Guard	\$77.00	33
13	10/7/2009	Army	\$93.07	21
14	10/8/2009	Navy	\$105.32	22
15	10/9/2009	Air Force	\$117.58	25
16	10/10/2009	Marines	\$129.84	26

Click anywhere within the table to format. Click the Home Tab and click the Format as Table down arrow and make a selection.

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17	10/11/200	9 Reserves	\$142.10	31															4
18	10/12/200	9 Army Guard	\$154.35	33									Dark						1 k
19	10/13/200	9 Army	\$166.61	21												=			
20	10/14/200	9 Navy	\$178.87	22															
21	10/15/200	9 Air Force	\$191.12	25															* -
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Da	ate	¥	Branch 💌	Amount 💌	Object Class 💌	Format As Table
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1	10/2/20	009	Navy	\$24.00	22	Where is the data for your table?
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1	10/4/20	009	Marines	\$66.00	26	My table has headers
1	10/5/20	009	Reserves	\$68.00	31	
1	10/6/20	009	Army Guard	\$77.00	33	OK Cancel
11	10/7/20	009	Army	\$93.07	21	
1	10/8/20	009	Navy	\$105.32	22	
1	10/9/20	009	Air Force	\$117.58	25	
10	0/10/20	009	Marines	\$129.84	26	
10	0/11/20	009	Reserves	\$142.10	31	

Click OK when this box appears. Now your table is formatted and we can proceed to use the Slicer.

A new Design tab appeared allowing you to activate the Slicer.

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Note: If you ever want to get rid of a Formatted Table. Click "Design" tab, then "Convert to Range" ICON, and finally answer "Yes" when dialog box appears. See Result below.

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8	10/2/2009	Navy	\$24.00		22			225	0000-0000	-		
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13	10/7/2009	Army	\$93.07	1	21							
14	10/8/2009	Navy	\$105.32		22							

Now it's time to add our slicers. We'll add "Branch" and "Object Class". See below. You must first click anywhere within the data. Click the Insert Tab and then the Slicer ICON. Put a check next to the "Branch" and "Object Class".

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23	10/17/2009	Reserves	\$215.64	31											
24	10/18/2009	Army Guard	\$227.90	33											
25	10/19/2009	Army	\$240.15	21											
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27	10/21/2009	Air Force	\$264.67	25			UK	Cancel	1						
28	10/22/2009	Marines	\$276.92	26	_										

See Result below. Your Slicers are displayed. We'll show you some neat features.

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8	10/2/2009	Navy	\$24.00	22	2	1			
9	10/3/2009	Air Force	\$44.00	25		2			
10	10/4/2009	Marines	\$66.00	26		-			
11	10/5/2009	Reserves	\$68.00	31	2	5			
12	10/6/2009	Army Guard	\$77.00	33	2	6			
13	10/7/2009	Army	\$93.07	21					
14	10/8/2009	Navy	\$105.32	22	3	1			
15	10/9/2009	Air Force	\$117.58	25	3	3			
16	10/10/2009	Marines	\$129.84	26					
17	10/11/2009	Reserves	\$142.10	31					
18	10/12/2009	Army Guard	\$154.35	33					
19	10/13/2009	Army	\$166.61	21					
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22	10/16/2009	Marines	\$203.38	26		Air Force			
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28	10/22/2009	Marines	\$276.92	26		Navy			
29	10/23/2009	Reserves	\$289.18	31	F	Reserves			
30	10/24/2009	Army Guard	\$301.44	33					
31	10/25/2009	Army	\$313.70	21					
32	10/26/2009	Navy	\$325.95	22					
33	10/27/2009	Air Force	\$338.21	25	1_				

We'll change the Display of the Slicers. First, we'll change the column from "1' to "3" for each slicer. Click on Object Class slicer and choose the Options Tab and change column from "1" to "3". Do this for each Slicer. You can resize the box too. See Result below.

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8	10/2/2009	9 Navy	\$2	4.00	22										
9	10/3/2009	Air Force	\$4	4.00	25										

We need to do one more thing new to Office 2013 Excel. Right click on each Slicer and click "Slicer Settings". See Result below.





Now a put check next to: Hide items with no data. Now it will hide the data, instead of graying out.

Now we'll click "Air Force" within the Slicer named "Branch" and you'll notice all Object Class disappeared, except "25". Now your table below is only displaying what has been chosen using your Slicer.

Key Notes: Clicking the Filter ICON will turn off all filters. Hold down the CRTL key and use your mouse to select multiple items. See Result below.

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15	10/9/2009	Air Force	\$117.5	8	25		
21	10/15/2009	Air Force	\$191.1	2	25		
27	10/21/2009	Air Force	\$264.6	7	25		
33	10/27/2009	Air Force	\$338.2	1	25		
39	11/2/2009	Air Force	\$411.7	5	25		
45	11/8/2009	Air Force	\$485.3	0	25		
51	11/14/2009	Air Force	\$558.8	4	25		
57	11/20/2009	Air Force	\$632.3	8	25		
63	11/26/2009	Air Force	\$705.9	2	25		
69	12/2/2009	Air Force	\$779.4	7	25		
75	12/8/2009	Air Force	\$853.0	1	25		

Now we need to move to the Pivot Table and see the new "Timeline" featured added to Office 2013 Excel. Add the "Timeline" feature by clicking "Analyze" tab and then the "Insert Timeline" ICON. See Result below.

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7 310/11/200	09 Reserves	31	\$142.10						
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Now put a check next to "Date". Now you can click the months you want to display. We chose only to see "Sep". You can click multiple consecutive months too. See Result below.

Microsoft EXCEL 2013 - Slicers

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10	■9/4/2014	B Army Guar	33	\$22,070.12						
11	■9/5/2014	■ Army	21	\$22,082.38						
12	■9/6/2014	Navy	22	\$22,094.64						
13	■9/7/2014	Air Force	25	\$22,106.90						
14	≡9/8/2014	Marines	26	\$22,119.15						
15	≡9/9/2014	Reserves	31	\$22,131.41						
16	≡9/10/2014	B Army Guar	33	\$22,143.67						
17	≡9/11/2014	Army	21	\$22,155.92						
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You can change your selection by clicking the down arrow. We'll change it to years. Remember all selections are based on Calendar year, not Fiscal year. See Result below.

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9	■1/3/2014	🗏 Navy	22	\$19,079.38						
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11	■ 1/5/2014	Marines	26	\$19,103.90						
12	≡ 1/6/2014	Reserves	31	\$19,116.15						
13	■ 1/7/2014	B Army Guar	33	\$19,128.41						
14	≡ 1/8/2014	Army	21	\$19,140.67						
15	■ 1/9/2014	Navy	22	\$19,152.92						
16	≡ 1/10/2014	■ Air Force	25	\$19,165.18						
17	≡ 1/11/2014	Marines	26	\$19,177.44						
18	■1/12/2014	Reserves	31	\$19,189.70						
19	□ 1/13/2014	B Army Guar	33	\$19,201.95						
20	□ 1/14/2014	■ Army	21	\$19,214.21						
21	■ 1/15/2014	Navy	22	\$19,226.47						
22	■ 1/16/2014	■ Air Force	25	\$19,238.72						
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16	■1/9/2 0)12 ⊟Air	Force		2	5	\$10,192.95												
17	■ 1/10/20)12 ⊟Ma	rines		2	5 5	\$10,205.21												
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19	■1/12/20)12 ≡ Arr	ny Guai		3	3 3	\$10,229.72												

Now we can add regular Slicers with your Timeline Slicer. See Result below.