

Lesson no. 2: Data Filtering & Shorting

Filtering & Sorting

Filter data by using an AutoFilter

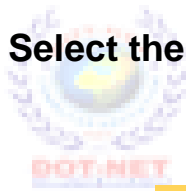
By filtering information in a worksheet, you can find values quickly. You can filter on one or more columns of data. With filtering, you can control not only what you want to see, but what you want to exclude. You can filter based on choices you make from a list, or you can create specific filters to focus on exactly the data that you want to see.

You can search for text and numbers when you filter by using the **Search** box in the filter interface.

When you filter data, entire rows are hidden if values in one or more columns don't meet the filtering criteria. You can filter on numeric or text values, or filter by color for cells that have color formatting applied to their background or text.

How

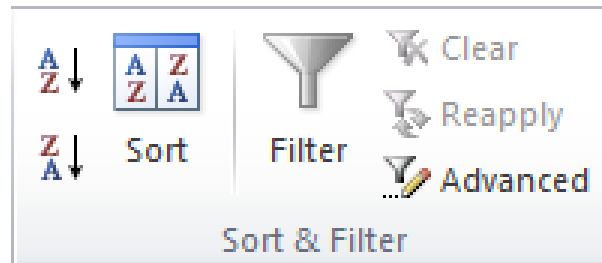
Select the data that you want to filter



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| B | C | D | E | F | G | H | I | J | K | L | M |
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| Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| 40 | 38 | 44 | 46 | 51 | 56 | 67 | 72 | 70 | 59 | 45 | 41 |
| 34 | 33 | 38 | 41 | 45 | 48 | 51 | 55 | 54 | 45 | 41 | 38 |
| 61 | 69 | 79 | 83 | 95 | 97 | 100 | 101 | 94 | 87 | 72 | 66 |
| 0 | 2 | 9 | 24 | 28 | 32 | 36 | 39 | 35 | 21 | 12 | 4 |

1. On the **Data** tab, in the **Sort & Filter** group, click **Filter**.

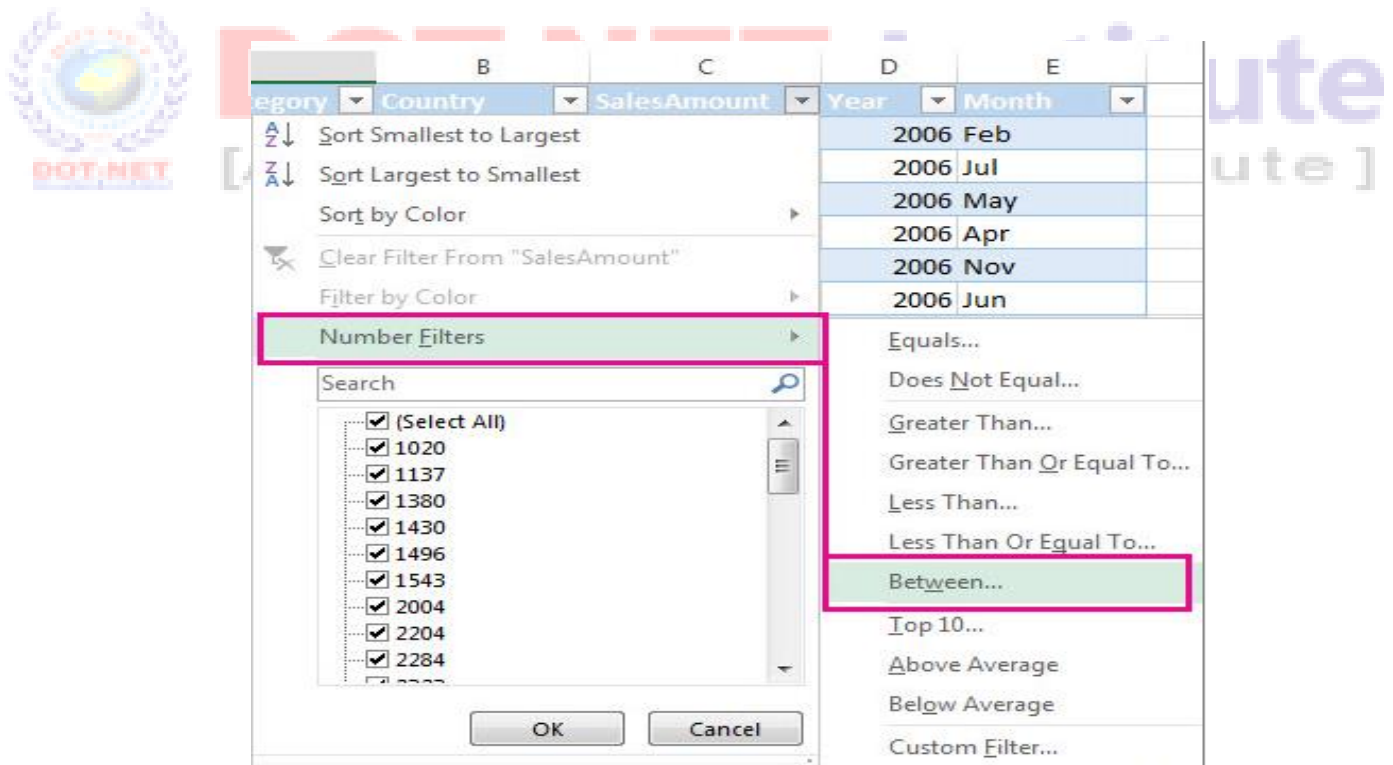


- Click the arrow in the column header to display a list in which you can make filter choices.

Note: Depending on the type of data in the column, Microsoft Excel displays either **Number Filters** or **Text Filters** in the list.

Filter by selecting values or searching

Selecting values from a list and searching are the quickest ways to filter. When you click the arrow in a column that has filtering enabled, all values in that column appear in a list.



- Use the **Search** box to enter text or numbers on which to search.
- Select and clear the check boxes to show values that are found in the column of data.

3. Use advanced criteria to find values that meet specific conditions.

- To select by values, in the list, clear the **(Select All)** check box. This removes the check marks from all the check boxes. Then, select only the values you want to see, and click **OK** to see the results.
- To search on text in the column, enter text or numbers in the **Search** box. Optionally, you can use wildcard characters, such as the asterisk (*) or the question mark (?). Press ENTER to see the results.

Filter data by specifying conditions

By specifying conditions, you can create custom filters that narrow down the data in the exact way that you want. You do this by building a filter. If you've ever queried data in a database, this will look familiar to you.

1. Point to either **Number Filters** or **Text Filters** in the list. A menu appears that allows you to filter on various conditions.
2. Choose a condition and then select or enter criteria. Click the **And** button to combine criteria (that is, two or more criteria that must both be met), and the **Or** button to require only one of multiple conditions to be met.
3. Click **OK** to apply the filter and get the results you expect.