

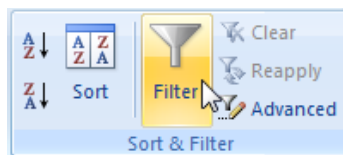
Excel 2007: Filtering Data Learning Guide

In many situations, you will want to view only the rows in your spreadsheet with data that's relevant to a current project. Excel allows you to create a filter to screen out data that's momentarily irrelevant. Once you apply a filter to your spreadsheet, Excel will display only the data that meets the conditions you set. The rest of the data in your spreadsheet will remain hidden until you remove the filter.

Turning on Excel's AutoFilter

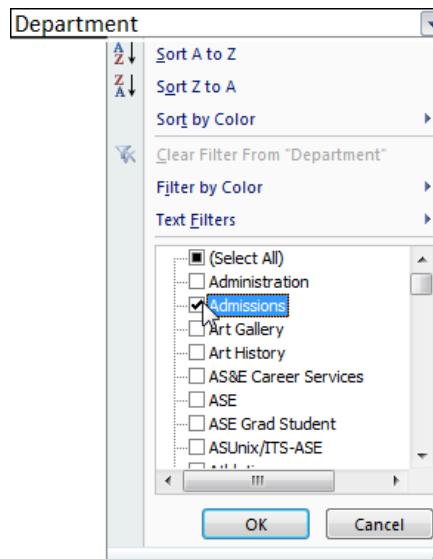
In order to begin filtering data in your worksheet you must first turn on Excel's AutoFilter. To turn on AutoFilter:

- Open the spreadsheet containing data you wish to filter.
- From the **Home** ribbon, go to the **Sort & Filter** tab and click on the **Filter** button.



Filtering for data

- Select the column of your worksheet with the data you wish to filter.
- Click on the down-facing arrow next to the header of that column.
- The drop-down menu that appears will contain one item representing each unique data value in the column you chose.
 - *In the example below, the **Department** column contains the names of each department and the filter menu also contains each of these values. For columns containing many unique data values, the filter menu can be substantially long.*
- The (Select All) checkbox will be checked by default. To apply your filter, deselect the (Select All) checkbox and click on the value whose rows you wish to display (for example, Admissions).



- Excel will hide any rows that do not contain the data value you choose, and display blue arrows next to the header of the filtered column.

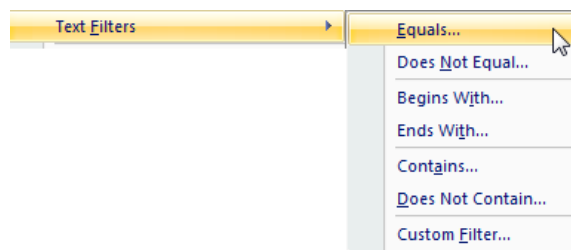
Tip: Adding a second condition to your filter

- To screen out even more data, you can filter by more than one condition.
 - Select the second column of your worksheet with data you wish to filter.
 - Click on the up and down-facing arrow next to the header of that column.
 - Click on the data value you wish to add to your filter.
 - Excel will hide any rows that do not contain both of the conditions that you've selected.

Using text filters

Suppose that instead of selecting specific values by hand, you want to observe all values with a certain trait. Excel allows you to filter in a variety of ways:

- After clicking the **Filter** button with the desired columns highlighted, click the down-arrow at the top of the column and go to **Text Filters**.

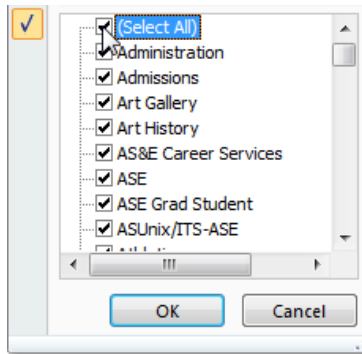


- From the **Text Filters** submenu, select the type of text filter you would like to apply.
- There are additional options under Custom Filter... like applying a “less than” or “greater than” filter for a column of values.

Removing a filter

Once you've created a filter, you can easily remove it so that you can view all of your data.

- Locate the column that you used to create your filter.
- Click on the up and down-facing arrow next to the header of that column.
- From the menu that appears, click on the checkbox for **(Select All)** to show all rows. Click **OK**.



Turning off Excel's AutoFilter

Once you are finished filtering data in your worksheet you can turn off Excel's AutoFilter. To turn off Excel's AutoFilter:

- From the **Home** ribbon, go to the **Sort & Filter** tab and click on the **Filter** button to turn the filter off. Note that while the filter is on, the **Filter** button is highlighted orange, so turning off the filter removes this highlighting.

