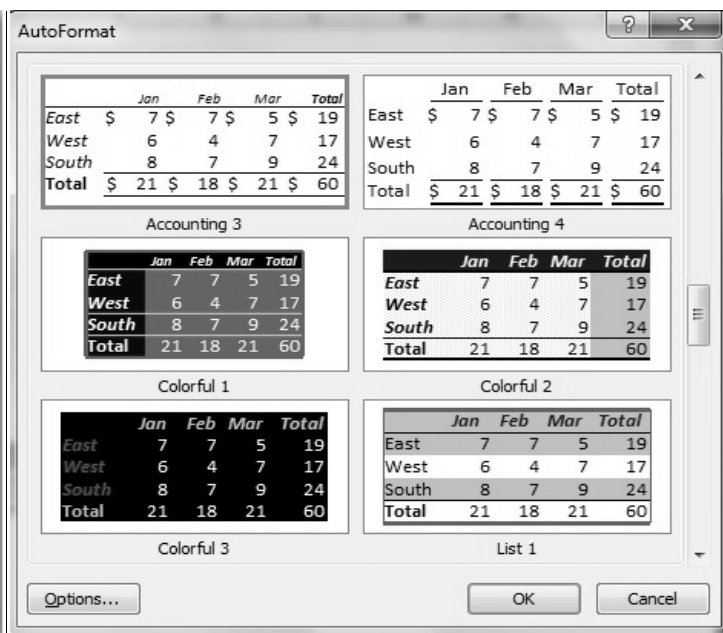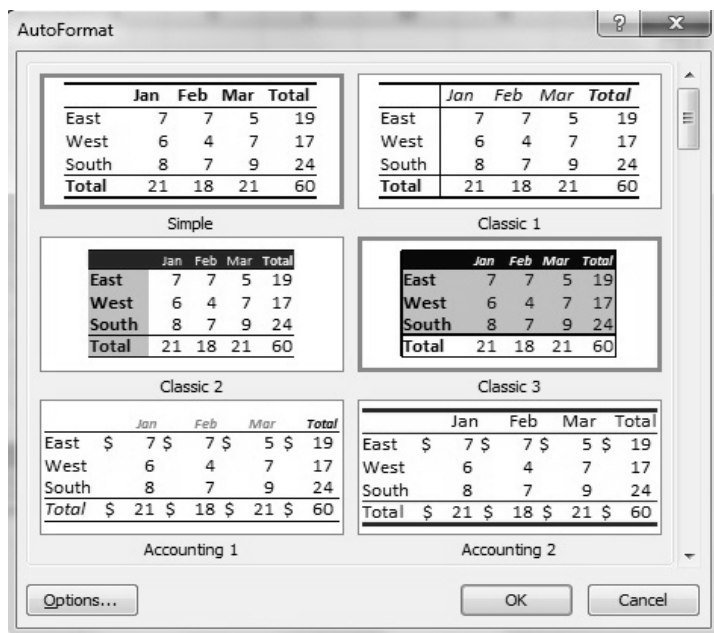# Information Sheet No. 3
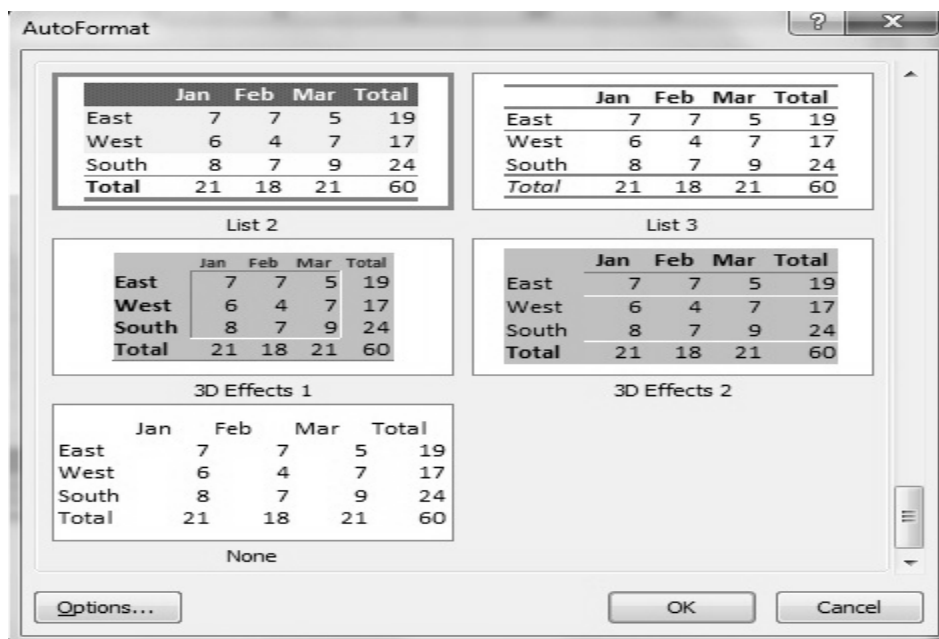
Autoformat

AUTOFORMAT –is a predefined combination of formatting that works well with like the one you just created to produce fancy looking reports with the click of the button.

Add the Autoformat Button to the Quick Access Toolbar
1. Click on down arrow at the end of the Quick Access Toolbar to open the drop down menu.
2. Choose *More Commands* from the list to open the Customize the Quick Access Toolbardialog box.
3. Click on down arrow at the end of the *Choose commands from* line to open the drop down menu.
4. Choose *All Commands* from the list to see all the commands available in Excel in the left hand pane.
5. Scroll through this alphabetical list to find the *Autoformat* command.
6. Click on *Add* button between the command panes to add the Autoformat button to the Quick Access Toolbar.
7. Click OK.
8. The Autoformat button should now be added to the Quick Access Toolbar.

Information Sheet No. 4

Filtering Database

Auto Filter

Use the AutoFilter feature in Excel 2007 to hide everything in a table except the records you want to view. Filtering displays a subset of a table, providing you with an easy way to break down your data into smaller, more manageable chunks. Filtering does not rearrange your data; it simply temporarily hides rows that don't match the criteria you specify.

The three types of filters

Using AutoFilter, you can create three types of filters: by a **list values**, by a **format**, or by **criteria**. Each of these filter types is mutually exclusive for each range of cells or column table. For example, you can filter by cell color or by a list of numbers, but not by both; you can filter by icon or by a custom filter, but not by both.

Filter text

1. Do one of the following:

Range of cells

a. Select a range of cells containing alphanumeric data.
b. On the **Data** tab, in the **Sort & Filter** group, click **Filter**.
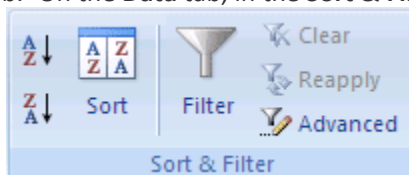
c. Make sure that the active cell is in a table column that contains alphanumeric data.

2. Click the arrow ▼ in the column header.

3. Do one of the following:

Select from a list of text values
a. In the list of text values, select or clear one or more text values to filter by.
The list of text values can be up to 10,000. If the list is large, clear **(Select All)** at the top, and then select the
   specific text values to filter by.

Create criteria
b. Point to **Text Filters** and then click one of the comparison operator commands, or click **Custom Filter**.
For example, to filter by text that begins with a specific character, select **Begins With**, or to filter by text that has
specific characters anywhere in the text, select **Contains**.
c. In the **Custom AutoFilter** dialog box, in the box on the right, enter text or select the text value from the list.
For example, to filter by text that begins with the letter "J", enter **J**, or to filter by text that has "bell" anywhere in the
text, enter **bell**.

If you need to find text that shares some characters but not others, use a wildcard character.

How to use wildcard characters
The following wildcard characters can be used as comparison criteria for text filters.

Use	To find
? (question mark)	Any single character For example, sm?th finds "smith" and "smyth"
* (asterisk)	Any number of characters For example, *east finds "Northeast" and "Southeast"
~ (tilde) followed by ?, *, or ~	A question mark, asterisk, or tilde For example, fy06~? finds "fy06?"

Filter Numbers
1. Do one of the following:

Range of cells
a. Select a range of cells containing numeric data.
b. On the **Data** tab, in the **Sort & Filter** group, click **Filter**.

c. Make sure that the active cell is in a table column that contains numeric data.
2. Click the arrow ▾ in the column header.
3. Do one of the following:

Select from a list of numbers
a. In the list of numbers, select or clear one or more numbers to filter by.

The list of numbers can be up to 10,000. If the list is large, clear **(Select All)** at the top, and then select the specific numbers to filter by.

Create criteria

b. Point to **Number Filters** and then click one of the comparison operator commands or click **Custom Filter**.
   For example, to filter by a lower and upper number limit, select **Between**.
c. In the **Custom AutoFilter** dialog box, in the box or boxes on the right, enter numbers or select numbers from the list.
   For example, to filter by a lower number of 25 and an upper number of 50, enter **25** and **50**.
d. Optionally, filter by one more criteria.

Filter for blanks or nonblanks

1. Do one of the following:

Range of cells

a. Select a range of cells.
b. On the **Data** tab, in the **Sort & Filter** group, click **Filter**.
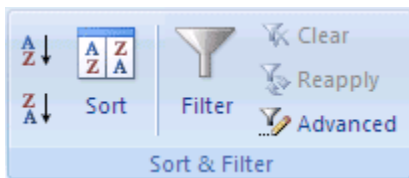
c. Make sure that the active cell is in a table column.
2. Click the arrow 🔽 in the column header.

3. Do one of the following:
   - To filter for nonblanks, in the AutoFilter menu at the top of the list of values, select **(Select All)**, and then at the bottom of the list of values, clear **(Blanks)**.
   - To filter for blanks, in the AutoFilter menu at the top of the list of values, clear **(Select All)**, and then at the bottom of the list of values, select **(Blanks)**.

NOTE   The **(Blanks)** check box is available only if the range of cells or table column contains at least one blank cell.
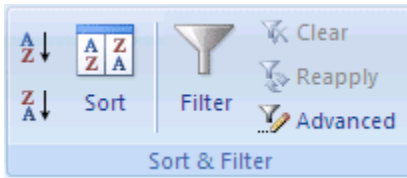
Filter by cell color, font color, or icon set

If you have manually or conditionally formatted a range of cells, by cell color or font color, you can also filter by these colors. You can also filter by an icon set created through a conditional format.

1. Do one of the following:

   Range of cells

a. Select a range of cells containing formatted by cell color, font color, or an icon set.
b. On the **Data** tab, in the **Sort & Filter** group, click **Filter**.

Make sure that the table column contains data formatted by cell color, font color, or an icon set (No selection is required).

2. Click the arrow in the column header.
3. Select **Filter by Color**, and then depending on the type of format, select **Filter by Cell Color**, **Filter by Font Color**, or **Filter by Cell Icon**.
4. Depending on the type of format, select a color, font color, or cell icon.

Clear a filter
You can clear a filter for a specific column or clear all filters.

Clear a filter for a column
 * To clear a filter for one column in a multicolumn range of cells or table, click the Filter button on the heading, and then click **Clear Filter from <Column Name>**.

Clear all filters in a worksheet and redisplay all rows

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