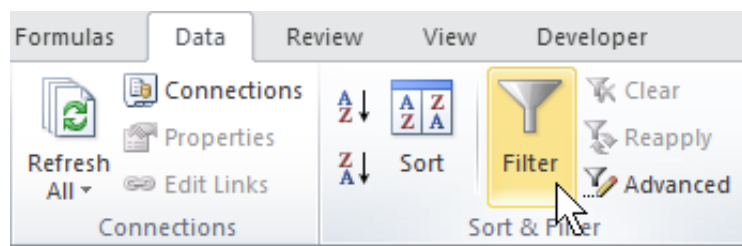Filter your Excel data if you only want to display records that meet certain criteria.

1. Click any single cell inside a data set.

2. On the Data tab, click Filter.

Arrows in the column headers appear.

	A	B	C	D	E
	Last Nan ▼	**Sales** ▼	**Count** ▼	**Quart** ▼	
2	Smith	$16,753.00	UK	Qtr 3	
3	Johnson	$14,808.00	USA	Qtr 4	
4	Williams	$10,644.00	UK	Qtr 2	
5	Jones	$1,390.00	USA	Qtr 3	
6	Brown	$4,865.00	USA	Qtr 4	
7	Williams	$12,438.00	UK	Qtr 1	
8	Johnson	$9,339.00	UK	Qtr 2	
9	Smith	$18,919.00	USA	Qtr 3	
10	Jones	$9,213.00	USA	Qtr 4	
11	Jones	$7,433.00	UK	Qtr 1	
12	Brown	$3,255.00	USA	Qtr 2	
13	Williams	$14,867.00	USA	Qtr 3	
14	Williams	$19,302.00	UK	Qtr 4	
15	Smith	$9,698.00	USA	Qtr 1	
16					
17					

3. Click the arrow next to Country.

4. Click on Select All to clear all the check boxes, and click the check box next to USA.
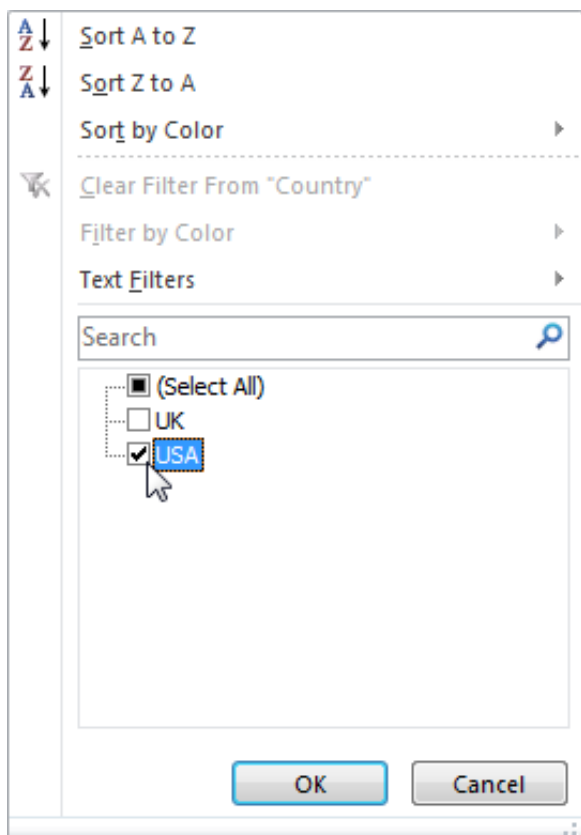
5. Click OK.
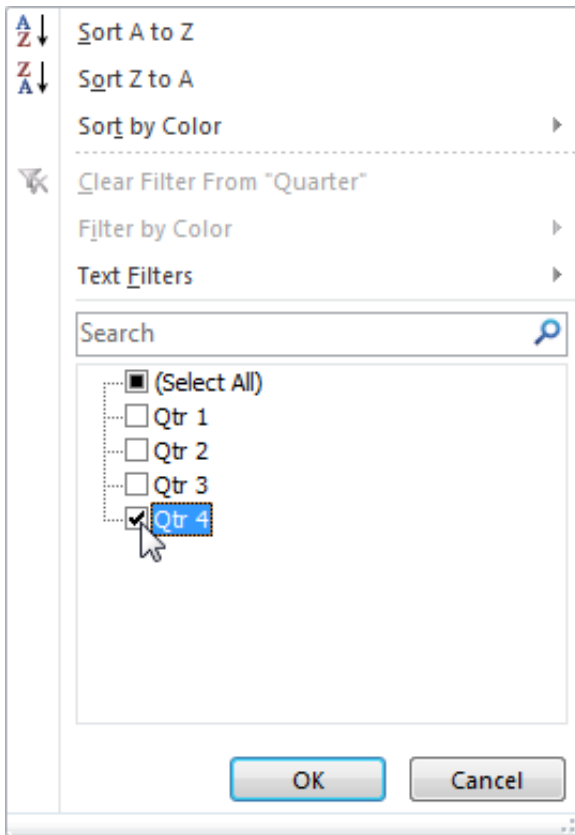
Result. Excel only displays the sales in the USA.

	A	B	C	D	E
	Last Nam ▾	Sales ▾	Count ▾	Quart ▾	
1	Last Nam	Sales	Count	Quart	
3	Johnson	$14,808.00	USA	Qtr 4	
5	Jones	$1,390.00	USA	Qtr 3	
6	Brown	$4,865.00	USA	Qtr 4	
9	Smith	$18,919.00	USA	Qtr 3	
10	Jones	$9,213.00	USA	Qtr 4	
12	Brown	$3,255.00	USA	Qtr 2	
13	Williams	$14,867.00	USA	Qtr 3	
15	Smith	$9,698.00	USA	Qtr 1	
16					
17					

6. Click the arrow next to Quarter.

7. Click on Select All to clear all the check boxes, and click the check box next to Qtr 4.

8. Click OK.

Result. Excel only displays the sales in the USA in Qtr 4.

9. To remove the filter, on the Data tab, click Clear. To remove the filter and the arrows, click Filter.