

1. Illustrate Filter data in a range or table with example in MS Excel ?

- Certainly! Filtering data in a range or table in MS Excel allows you to display only the rows that meet specific criteria. Here's a step-by-step illustration with an example:

Example:

- Let's say you have a table with data about employees, and you want to filter the data to only show employees from a specific department.

1. **Select the Range or Table:**

Highlight the range or table that contains your data.

![[Select Range or Table]](<https://i.imgur.com/SIKxS4W.png>)

2. **Go to the "Data" Tab:**

Navigate to the "Data" tab in the Excel ribbon.

3. **Click on "Filter":**

In the "Sort & Filter" group, click on the "Filter" button.

![[Filter Button]](<https://i.imgur.com/jtQ55mZ.png>)

4. **Filter by Department:**

A filter dropdown arrow will appear next to each column header. Click the arrow on the "Department" column.

![[Filter Dropdown]](<https://i.imgur.com/ISvIYEV.png>)

5. **Select Department(s):**

Unselect "Select All" and then choose the specific department(s) you want to display. Click "OK."

![[Select Department]](<https://i.imgur.com/F1E1KZL.png>)

6. **Filtered Result:**

Now, only the rows with the selected department(s) will be displayed, and the other rows are temporarily hidden.

![[Filtered Result]](<https://i.imgur.com/bpFsG5g.png>)

7. **Clear Filter:**

To clear the filter and show all data again, click the filter dropdown and choose "Clear Filter from [Column Name]."

![[Clear Filter]](<https://i.imgur.com/YJ9XKGp.png>)

This example illustrates how to filter data in a range or table in MS Excel based on specific



Edit with WPS Office

criteria. Adjust the steps based on your data and filtering requirements.



Edit with WPS Office