## 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)

\*\*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.

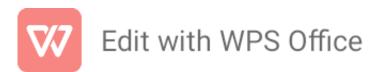
![Filtered Result](https://i.imgur.com/bpFsG5g.png)

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



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

