

CSCI-1102: Introduction to Computing

Microsoft Excel 2: Filtering Data

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Filtering Introduction

- ▶ If your worksheet contains a lot of content, it can be difficult to find information quickly.
- ▶ **Filters** can be used to **narrow down** the data in your worksheet, allowing you to view only the information you need.

To filter data

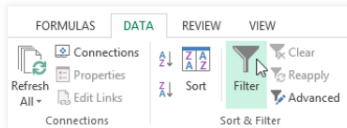
- ▶ In our example, we'll apply a filter to an equipment log worksheet to display only the **laptops** and **projectors** that are available for checkout.

- 1 In order for filtering to work correctly, your worksheet should include a **header row**, which is used to identify the name of each column. In our example, our worksheet is organized into different columns identified by the header cells in row 1: **ID#**, **Type**, **Equipment Detail**, and so on.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-13	15-May-13	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-13	06-Aug-13	Sela Shepard
4	3070	Camera	Omega PixL Digital Camcorder	06-Oct-13		Min Seung
5	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-13	01-Oct-13	Sofie Ragnar
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	16-Aug-13	Hank Sorenson
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-13	04-Oct-13	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-13		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-13		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-13	26-Sep-13	George D'Agosta

To filter data

- 2 Select the **Data** tab, then click the **Filter** command.



- 3 A **drop-down arrow**



will appear in the header cell for each column.

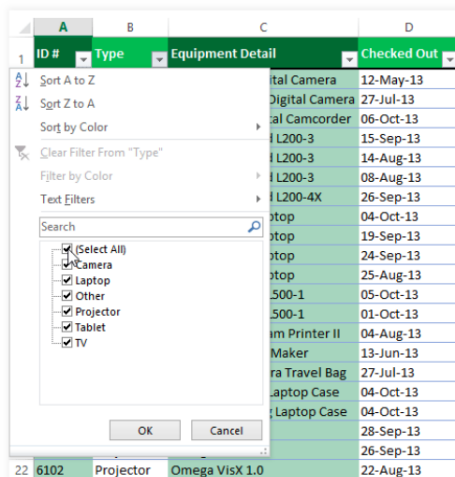
- 4 Click the **drop-down arrow** for the column you want to filter. In our example, we will filter column **B** to view only certain types of equipment.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-13	15-May-13	Shannon Nguyen
3	3005	Camera	Omni Z-60 Digital Camera	27-Jul-13	06-Aug-13	Sela Shepard
4	3070	Camera	Omni MXL Digital Camcorder	06-Oct-13		Min Seung
5	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-13	01-Oct-13	Sofie Ragnar
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	16-Aug-13	Hank Sorenson
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-13	04-Oct-13	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-13		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-13		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-13	26-Sep-13	George D'Agosta

To filter data

5 The **Filter** menu will appear.

6 **Uncheck** the box next to **Select All** to quickly deselect all data.



To filter data

- 7 **Check** the boxes next to the data you want to filter, then click **OK**. In this example, we will check **Laptop** and **Tablet** to view only those types of equipment.

The screenshot shows an Excel spreadsheet with columns A, B, C, and D. Column A is 'ID #', Column B is 'Type', Column C is 'Equipment Detail', and Column D is 'Checked Out'. The 'Type' column has a dropdown menu open, showing a list of equipment types with checkboxes. The 'Laptop' and 'Tablet' checkboxes are checked. An orange callout box with the text 'Check only the data you want to view, then click OK' points to the 'Laptop' and 'Tablet' checkboxes and the 'OK' button.

ID #	Type	Equipment Detail	Checked Out
1	Camera	Digital Camera	12-May-13
2	Camera	Digital Camera	27-Jul-13
3	Camera	Digital Camcorder	06-Oct-13
4	Laptop	L200-3	15-Sep-13
5	Laptop	L200-3	14-Aug-13
6	Laptop	L200-3	08-Aug-13
7	Laptop	L200-4X	26-Sep-13
8	Laptop	Laptop	04-Oct-13
9	Laptop	Laptop	19-Sep-13
10	Laptop	Laptop	24-Sep-13
11	Tablet	Tablet	13-Jun-13
12	Tablet	Tablet Travel Bag	27-Jul-13
13	Laptop	Laptop Case	04-Oct-13
14	Laptop	Laptop Case	04-Oct-13
15	Laptop	Laptop Case	28-Sep-13
16	Laptop	Laptop Case	26-Sep-13

To filter data

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The data will be **filtered**, temporarily hiding any content that doesn't match the criteria. In our example, only laptops and tablets are visible.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
5	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-13	01-Oct-13	Sofie Ragnar
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	16-Aug-13	Hank Sorenson
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-13	04-Oct-13	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-13		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-13		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-13	26-Sep-13	George D'Agosta
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-13	27-Aug-13	Jay Peralta
26	1011	Tablet	Saris SlimTab Pro	04-Aug-13		Jay Peralta
27	1012	Tablet	Saris SlimTab Pro	29-Sep-13		August Zorn
31						
32						

To apply multiple filters

- ▶ Filters are **cumulative**, which means you can apply **multiple filters** to help narrow down your results.
- ▶ In this example, we've already filtered our worksheet to show laptops and projectors, and we'd like to narrow it down further to only show laptops and projectors that were checked out in **August**.

1 Click the **drop-down arrow** for the column you want to filter. In this example, we will add a filter to column **D** to view information by date.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
5	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-13	01-Oct-13	Sofie Ragnar
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	14-Aug-13	Hank Sorenson
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-13	04-Oct-13	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-13		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-13		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-13	26-Sep-13	George D'Agosta
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-13	27-Aug-13	Jay Peralta
26	1011	Tablet	Saris SlimTab Pro	04-Aug-13		Jay Peralta
27	1012	Tablet	Saris SlimTab Pro	29-Sep-13		August Zorn
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To apply multiple filters

2 The **Filter** menu will appear.

3 **Check** or **uncheck** the boxes depending on the data you want to filter, then click **OK**. In our example, we'll uncheck everything except for **August**.

	A	B	C	D	E	F
	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
5	1021	Laptop	15" S		01-Oct-13	Sofie Ragnar
6	1022	Laptop	15" S		16-Aug-13	Hank Sorenson
7	1023	Laptop	15" S		15-Aug-13	Jennifer Weiss
8	1025	Laptop	15" S		04-Oct-13	Min Seung
9	1031	Laptop	17" S			Nick Ortiz
10	1032	Laptop	17" S			Stanley Geyer
11	1033	Laptop	17" S		26-Sep-13	George D'Agosta
12	1034	Laptop	17" S		27-Aug-13	Jay Peralta
26	1011	Tablet	10" S			Jay Peralta
27	1012	Tablet	10" S			August Zorn
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To apply multiple filters

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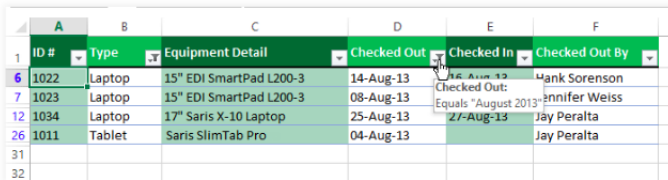
The new filter will be applied. In our example, the worksheet is now filtered to show only laptops and tablets that were checked out in August.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	16-Aug-13	Hank Sorenson
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-13	27-Aug-13	Jay Peralta
26	1011	Tablet	Saris SlimTab Pro	04-Aug-13		Jay Peralta
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To clear a filter

- ▶ After applying a filter, you may want to remove – or **clear** – it from your worksheet so you'll be able to filter content in different ways.

- 1 Click the **drop-down arrow** for the filter you want to clear. In our example, we'll clear the filter in column **D**.



	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	14-Aug-13	Mark Sorenson
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	08-Aug-13	Jennifer Weiss
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-13	27-Aug-13	Jay Peralta
26	1011	Tablet	Saris SlimTab Pro	04-Aug-13		Jay Peralta
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- 2 The **Filter** menu will appear.

To clear a filter

- 3 Choose **Clear Filter From [COLUMN NAME]** from the Filter menu. In our example, we'll select **Clear Filter From "Checked Out"**.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F
	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
6	1022	Laptop	15"		16-Aug-13	Hank Sorenson
7	1023	Laptop	15"		15-Aug-13	Jennifer Weiss
12	1034	Laptop	17"		27-Aug-13	Jay Peralta
26	1011	Tablet	10"			Jay Peralta

The 'Filter' menu is open over the 'Checked Out' column. The menu options are:

- Sort Oldest to Newest
- Sort Newest to Oldest
- Sort by Color
- Clear Filter From "Checked Out"** (highlighted by the mouse)
- Filter by Color
- Date Filters
- Search (All)
- (Select All)
- 2013
 - ☒ August
 - ☐ September
 - ☐ October

Buttons: OK, Cancel

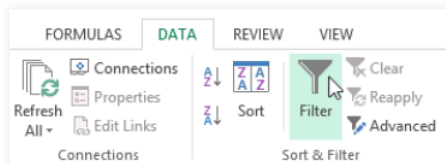
To clear a filter

- 4 The filter will be cleared from the column. The previously hidden data will be displayed.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
5	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-13	01-Oct-13	Sofie Ragnar
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	15-Aug-13	Hank Sorenson
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-13	04-Oct-13	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-13		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-13		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-13	26-Sep-13	George D'Agosta
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-13	27-Aug-13	Jay Peralta
26	1011	Tablet	Saris SlimTab Pro	04-Aug-13		Jay Peralta
27	1012	Tablet	Saris SlimTab Pro	29-Sep-13		August Zorn
31						
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To remove all filters

- ✴ To remove all filters from your worksheet, click the **Filter** command on the **Data** tab.



Advanced filtering

- ▶ If you need to filter for something specific, basic filtering may not give you enough options.
- ▶ Fortunately, Excel includes many advanced filtering tools, including **search** which can narrow your results to help find exactly what you need.

To filter with search

- Excel allows you to **search** for data that contains an exact phrase, number, date, and more. In our example, we'll use this feature to show only Saris brand products in our equipment log.

1 Select the **Data** tab, then click the **Filter** command. A **drop-down arrow** will appear in the header cell for each column. Note: If you've already added filters to your worksheet, you can skip this step.

2 Click the **drop-down arrow** for the column you want to filter. In our example, we'll filter column **C**.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-13	15-May-13	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	06-Aug-13	06-Aug-13	Sela Shepard
4	3070	Camera	Omega PiXL Digital Camcorder	08-Oct-13		Min Seung
5	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-13	01-Oct-13	Sofie Ragnar
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	16-Aug-13	Hank Sorenson
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-13	04-Oct-13	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-13		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-13		Stanley Geyer

To filter with search

- 3 The **Filter** menu will appear. Enter a **search term** into the **search box**. Search results will appear automatically below the **Text Filters** field as you type. In our example, we'll type **saris** to find all Saris brand equipment.
- 4 When you're done, click **OK**.

The screenshot shows a spreadsheet with columns A through F. The 'Filter' menu is open over column B, which is labeled 'Type'. The 'Text Filters' section is active, and the search term 'saris' has been entered. Below the search box, a list of search results is displayed, including '17" Saris X-10 Laptop', 'Saris Lumina Digital Camera', 'Saris Lux T-80', 'Saris Lux T-81 Lite', 'Saris SlimTab Pro', 'Saris Zoom Z-60 Digital Camera', 'U-Go Saris DigiCam Printer II', and 'U-Go Saris Label Maker'. The 'OK' button is highlighted with a mouse cursor. An orange callout box with the text 'Enter a search term, then click OK' has two arrows: one pointing to the search box and another pointing to the 'OK' button.

ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
3000			12-May-13	15-May-13	Shannon Nguyen
3005			27-Jul-13	06-Aug-13	Sela Shepard
3070			06-Oct-13		Min Seung
1021			15-Sep-13	01-Oct-13	Sofie Ragnar
1022			14-Aug-13	16-Aug-13	Hank Sorenson
1023			08-Aug-13	15-Aug-13	Jennifer Weiss
1025					Min Seung
1031					Nick Ortiz
1032					Stanley Geyer
1033					George D'Agosta
1034			25-Aug-13	27-Aug-13	Jay Peralta
2050			05-Oct-13	06-Oct-13	Anthony Liddell
2051			01-Oct-13	05-Oct-13	Sofie Ragnar
3800			04-Aug-13	05-Aug-13	Hank Sorenson
3900			13-Jun-13	20-Jun-13	Clint Gosse
4800			27-Jul-13	06-Aug-13	Sela Shepard
4900			04-Oct-13		Jay Peralta
4905			04-Oct-13		Nick Ortiz
6100			28-Sep-13	01-Oct-13	Win Armitage
6101			26-Sep-13	27-Sep-13	Michael Earley
6102	Projector	Omega VisX 1.0	22-Aug-13	23-Aug-13	Jamila Kyle

To filter with search

- 5 The worksheet will be **filtered** according to your search term. In our example, the worksheet is now filtered to show only Saris brand equipment.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-13	15-May-13	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-13	06-Aug-13	Sela Shepard
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-13		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-13		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-13	26-Sep-13	George D'Agosta
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-13	27-Aug-13	Jay Peralta
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-13	05-Aug-13	Hank Sorenson
16	3900	Other	U-Go Saris Label Maker	13-Jun-13	20-Jun-13	Clint Gosse
23	6200	Projector	Saris Lux T-80	01-Sep-13	04-Sep-13	Jolie Chaturvedi
24	6301	Projector	Saris Lux T-81 Lite	10-Sep-13		Marques Herndon
25	6302	Projector	Saris Lux T-81 Lite	08-Sep-13	15-Sep-13	Dean Sorenson
26	1011	Tablet	Saris SlimTab Pro	04-Aug-13		Jay Peralta
27	1012	Tablet	Saris SlimTab Pro	29-Sep-13		August Zorn
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To use advanced text filters

- ▶ **Advanced text filters** can be used to display more specific information, such as cells that contain a certain number of characters, or data that excludes a specific word or number.
- ▶ In our example, we've already filtered our worksheet to only show items with Other in the Type column, but we'd like to exclude any item containing the word **case**.

To use advanced text filters

- 1 Select the **Data** tab, then click the **Filter** command. A **drop-down arrow** will appear in the header cell for each column. Note: If you've already added filters to your worksheet, you can skip this step.
- 2 Click the **drop-down arrow** for the column you want to filter. In our example, we'll filter column **C**.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
13	2050	Other	EDI SmartBoard L500-1	05-Oct-13	06-Oct-13	Anthony Liddell
14	2051	Other	EDI SmartBoard L500-1	05-Oct-13	05-Oct-13	Sofie Ragnar
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-13	05-Aug-13	Hank Sorenson
16	3900	Other	U-Go Saris Label Maker	13-Jun-13	20-Jun-13	Clint Gosse
17	4800	Other	7N Deluxe Camera Travel Case	27-Jul-13	06-Aug-13	Sela Shepard
18	4900	Other	7N Light Rolling Laptop Case	04-Oct-13		Jay Peralta
19	4905	Other	7N Heavy Rolling Laptop Case	04-Oct-13		Nick Ortiz
31						

To use advanced text filters

- 3 The **Filter** menu will appear. Hover the mouse over **Text Filters**, then select the desired text filter from the drop-down menu. In our example, we'll choose **Does Not Contain...** to view data that does not contain specific text.

The screenshot shows a spreadsheet with columns A through F. Column A is 'ID #', B is 'Type', C is 'Equipment Detail', D is 'Checked Out', E is 'Checked In', and F is 'Checked Out By'. The 'Equipment Detail' column is selected, and the 'Text Filters' menu is open. The 'Text Filters' sub-menu is also open, showing various filtering options. The 'Does Not Contain...' option is highlighted.

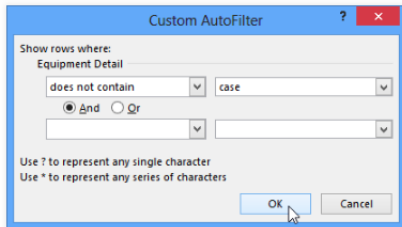
ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2050			05-Oct-13	06-Oct-13	Anthony Liddell
2051			01-Oct-13	05-Oct-13	Sofie Ragnar
3800			04-Aug-13	05-Aug-13	Hank Sorenson
3900			13-Jun-13	20-Jun-13	Clint Gosse
4800			27-Jul-13	06-Aug-13	Sela Shepard
4900			04-Oct-13		Jay Peralta
4905					Nick Ortiz

Text Filters menu options:

- Equals...
- Does Not Equal...
- Begins With...
- Ends With...
- Contains...
- Does Not Contain...
- Custom Filter...

To use advanced text filters

- 4 The **Custom AutoFilter** dialog box will appear. Enter the **desired text** to the right of the filter, then click **OK**. In our example, we'll type **case** to exclude any items containing this word.



- 5 The data will be filtered by the selected text filter. In our example, our worksheet now displays items in the **Other** category that do not contain the word **case**.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
13	2050	Other	EDI SmartBoard L500-1	05-Oct-13	06-Oct-13	Anthony Liddell
14	2051	Other	EDI SmartBoard L500-1	01-Oct-13	05-Oct-13	Sofie Ragnar
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-13	05-Aug-13	Hank Sorenson
16	3900	Other	U-Go Saris Label Maker	13-Jun-13	20-Jun-13	Clint Gosse
31						

To use advanced date filters

- ▶ **Advanced date filters** can be used to view information from a certain time period, such as last year, next quarter, or between two dates.
- ▶ In this example, we will use advanced date filters to view only equipment that has been checked out today.

To use advanced date filters

- 1 Select the **Data** tab, then click the **Filter** command. A **drop-down arrow** will appear in the header cell for each column. Note: If you've already added filters to your worksheet, you can skip this step.
- 2 Click the **drop-down arrow** for the column you want to filter. In our example, we will filter column **D** to view only a certain range of dates.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-13	12-May-13	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-13	27-Jul-13	Sela Shepard
4	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-13	01-Oct-13	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	16-Aug-13	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-13		Min Seung
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-13	04-Oct-13	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-13		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-13		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-13	26-Sep-13	George D'Agosta
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-13	27-Aug-13	Jay Peralta

To use advanced date filters

3

The **Filter** menu will appear. Hover the mouse over **Date Filters**, then select the desired date filter from the drop-down menu. In our example, we'll select **Today** to view equipment that has been checked out on today's date.

The screenshot shows a software interface with a table of equipment. The table has columns: ID #, Type, Equipment Detail, Checked Out, Checked In, and Checked Out By. A context menu is open over the 'Checked Out' column, showing options like 'Sort Oldest to Newest', 'Sort Newest to Oldest', 'Sort by Color', 'Clear Filter From "Checked Out"', 'Filter by Color', and 'Date Filters'. The 'Date Filters' option is selected, opening a sub-menu with options: 'Equals...', 'Before...', 'After...', 'Between...', 'Tomorrow', 'Today', 'Yesterday', 'Next Week', 'This Week', 'Last Week', 'Next Month', and 'This Month'. The 'Today' option is highlighted.

ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
3000	Camera	Saris	15-May-13	Shannon Nguyen	
3005	Camera	Saris	06-Aug-13	Sela Shepard	
3070	Camera	Ome		Min Seung	
1021	Laptop	15"	01-Oct-13	Sofie Ragnar	
1022	Laptop	15"	16-Aug-13	Hank Sorenson	
1023	Laptop	15"	15-Aug-13	Jennifer Weiss	
1025	Laptop	15"			
1031	Laptop	17"			
1032	Laptop	17"			
1033	Laptop	17"			
1034	Laptop	17"			
2050	Other	EDI			
2051	Other	EDI			
3800	Other	U-G			
3900	Other	U-G			
4800	Other	7N D			
4900	Other	7N L			
4905	Other	7N H			
6100	Projector	Ome			
6101	Projector	Ome			
6102	Projector	Omega VisX 1.0	22-Aug-13		

To use advanced date filters

4

The worksheet will be filtered by the selected date filter. In our example, we can now see which items have been checked out **today**.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-13		Min Seung
31						
32						



If you're working along with the example file, your results will be different from the images above. If you want, you can change some of the dates so the filter will give more results.

To use advanced number filters

- ▶ **Advanced number filters** allow you to manipulate numbered data in different ways.
- ▶ In this example, we will display only certain types of equipment based on the range of ID numbers.

To use advanced number filters

- 1 Select the **Data** tab on the Ribbon, then click the **Filter** command. A **drop-down arrow** will appear in the header cell for each column. Note: If you've already added filters to your worksheet, you can skip this step.
- 2 Click the **drop-down arrow** for the column you want to filter. In our example, we'll filter column **A** to view only a certain range of ID numbers.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000		Saris Lumina Digital Camera	12-May-13	15-May-13	Shannon Nguyen
3	3005		Saris Zoom Z-60 Digital Camera	27-Jul-13	06-Aug-13	Sela Shepard
4	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-13	01-Oct-13	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	16-Aug-13	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-13		Min Seung
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-13	04-Oct-13	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-13		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-13		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-13	26-Sep-13	George D'Agosta
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-13	27-Aug-13	Jay Peralta

To use advanced number filters

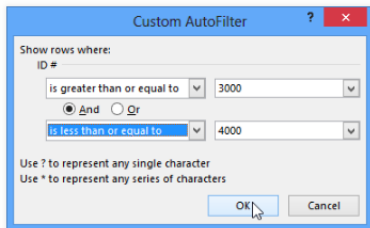
- 3 The **Filter** menu will appear. Hover the mouse over **Number Filters**, then select the desired number filter from the drop-down menu. In our example, we will choose **Between** to view ID numbers between a specific number range.

The screenshot shows a spreadsheet with columns A through F. The headers are: A: ID #, B: Type, C: Equipment Detail, D: Checked Out, E: Checked In, F: Checked Out By. The data rows show various equipment items and their associated dates and personnel. The 'Filter' menu is open, showing options like 'Sort Smallest to Largest', 'Sort Largest to Smallest', 'Sort by Color', 'Clear Filter From "ID #"', 'Filter by Color', 'Number Filters', and 'Custom Filter...'. The 'Number Filters' sub-menu is open, showing options like 'Equals...', 'Does Not Equal...', 'Greater Than...', 'Greater Than Or Equal To...', 'Less Than...', 'Less Than Or Equal To...', 'Between...', 'Top 10...', 'Above Average', 'Below Average', and 'Custom Filter...'. The 'Between...' option is highlighted.

ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
1011	Camera	Digital Camera	12-May-13	15-May-13	Shannon Nguyen
1012	Camera	Digital Camera	27-Jul-13	06-Aug-13	Sela Shepard
1021	Camcorder	Digital Camcorder	06-Oct-13	01-Oct-13	Min Seung
1022	L200-3	L200-3	15-Sep-13	01-Oct-13	Sofie Ragnar
1023	L200-3	L200-3	14-Aug-13	16-Aug-13	Hank Sorenson
1025	L200-3	L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
1031				04-Oct-13	Min Seung
1032					Nick Ortiz
1033					Stanley Geyer
				26-Sep-13	George D'Agosta
				27-Aug-13	Jay Peralta
				06-Oct-13	Anthony Liddell
				05-Oct-13	Sofie Ragnar
				05-Aug-13	Hank Sorenson
				20-Jun-13	Clint Gosse
				06-Aug-13	Sela Shepard
					Jay Peralta
					Nick Ortiz
				01-Oct-13	Win Armitage
				27-Sep-13	Michael Earley
22 6102	Projector	Omega VisX 1.0	22-Aug-13	23-Aug-13	Jamila Kyle

To use advanced number filters

- 4 The **Custom AutoFilter** dialog box will appear. Enter the desired **number(s)** to the right of each filter, then click **OK**. In our example, we want to filter for ID numbers greater than or equal to **3000** but less than or equal to **4000**, which will display ID numbers in the 3000-4000 range.



The Custom AutoFilter dialog box is shown with a blue title bar. It contains the following elements:

- Show rows where:** ID #
- First criterion: "is greater than or equal to" with a value of 3000.
- Logical operator: "And" (selected) or "Or".
- Second criterion: "is less than or equal to" with a value of 4000.
- Instructions: "Use ? to represent any single character" and "Use * to represent any series of characters".
- Buttons: "OK" and "Cancel".

- 5 The data will be filtered by the selected number filter. In our example, only items with an ID number between **3000** and **4000** are visible.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-13	15-May-13	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-13	06-Aug-13	Sela Shepard
4	3070	Camera	Omega PixL Digital Camcorder	06-Oct-13		Min Seung
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-13	05-Aug-13	Hank Sorenson
16	3900	Other	U-Go Saris Label Maker	13-Jun-13	20-Jun-13	Clint Gosse
31						

Reference

<https://edu.gcfglobal.org/en/excel2013/>