

DATA FILTERS

FILTERING A LIST

- When you filter a list, you display only the sets of data that meet a certain set of search conditions called criteria
- The AutoFilter feature enables you to specify those search conditions from the list
- When you use the Data, Filter, AutoFilter command, drop-down list arrows are displayed next to each of the column labels in the list
- When you open a drop-down list, a list of all the unique entries for that column is displayed
- By selecting one of the entries from the drop-down list, called a filter criterion you instruct Excel what to search for. Then Excel filters the list so that only the sets of data that contain the entry you selected will be displayed.

TO FILTER A LIST USING AUTOFILTER:

- Place the active cell anywhere within your list.
- Choose Data from the menu bar, Filter, AutoFilter. Your list column labels will appear with drop-down list arrows to the right.
- Click the drop-down arrow for the column that you want to filter by to display the unique values from that column. Select the value you are filtering for.

EXAMPLE

A	B	C	D	E	N
Oil consumption (m bpd)	2000	2001	2002	2003	% cagr
China	4.8	4.7	5.0	5.6	5.2
Japan	5.5	5.4	5.5	5.5	(0.4)
India	2.1	2.3	2.3	2.5	4.0
Korea	2.1	2.1	2.2	2.2	0.2
Australia/New Zealand	1.1	1.0	1.0	1.0	0.5
Thailand	0.7	0.7	0.8	0.8	4.4
Taiwan	0.8	0.8	0.8	0.9	2.0
Indonesia	1.1	1.1	1.1	1.2	2.0
Singapore	0.7	0.7	0.7	0.7	2.0
Other Asia	2.0	2.0	2.2	2.0	3.4
Asia	20.8	20.7	21.5	22.3	2.7