

Excel

Data filters

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Data filters

Locate and extract information from tables

In a fast and simple way (automatic filters)

When applying a filter, a filtering criteria is used on one or more columns, allowing a significative decrease of the data set and observe the desired information

In a filtered table, only the rows that follow the defined criteria are presented. The remaining are hidden or deleted, if the filter was made over the original table, or in a new table, respectively

Questions

	A	B	C	D	E	F	G	H
1	Services Performed							
2	Date	Service	Team	Number Employees	Hour Price	Service Time	Total Service	Paid
3	02/05/2010	Plumbing	A	7	6,50 €	16	728,00 €	YES
4	02/05/2010	Plumbing	B	6	6,50 €	16	624,00 €	YES
5	02/05/2010	Plumbing	C	5	6,50 €	24	780,00 €	YES
6	05/05/2010	Woodwork	A	2	6,50 €	16	208,00 €	
7	07/05/2010	Locksmith	C	8	5,50 €	16	704,00 €	YES
8	08/05/2010	Woodwork	A	3	6,50 €	8	156,00 €	
9	13/05/2010	Locksmith	C	6	5,50 €	16	528,00 €	
10	14/05/2010	Plumbing	C	8	6,50 €	8	416,00 €	YES
11	15/05/2010	Woodwork	C	8	6,50 €	24	1 248,00 €	
12	15/05/2010	Painting	A	3	5,00 €	8	120,00 €	
13	15/05/2010	Locksmith	A	8	5,50 €	24	1 056,00 €	YES
14	15/05/2010	Locksmith	B	2	5,50 €	24	264,00 €	YES
15	21/05/2010	Woodwork	A	4	6,50 €	8	208,00 €	YES
16	23/05/2010	Plumbing	A	5	6,50 €	24	780,00 €	YES
17	23/05/2010	Painting	B	6	5,00 €	8	240,00 €	YES
18	28/05/2010	Plumbing	A	6	6,50 €	16	624,00 €	
19	28/05/2010	Locksmith	A	5	5,50 €	24	660,00 €	YES
20	30/05/2010	Plumbing	A	8	6,50 €	16	832,00 €	
21	31/05/2010	Woodwork	A	2	6,50 €	16	208,00 €	YES

What questions can answer with this table?

- Which services have already been paid?
- Which teams worked in Woodwork?
- Which services were performed by the A team?
- Which services were performed by more than 5 employees?

Types of filters

Automatic filters

The simpler and fastest way to filter data in tables. However, they are limited, since they do not allow applying complex criteria. This approach works fine for small criteria and simple conditions

Advanced filters

Despite their application is not so easy as with automatic filters, they present two main advantages:

- Allow applying any simple or complex criteria
- Allow the creation of new tables with the result of the filtering

Automatic filters

Must be applied directly over the original table

The result table will show only the rows that fit the criteria, and the remaining are hidden

How to activate:

Select the table > Tab “Home” > Group “Editing” > Command “Sort & Filter” > “Filter”

	A	B	C	D	E	F	G	H
1	Services Performed							
2	Date	Service	Team	Number Employee	Hour Price	Service Time	Total Service	Paid
3	02/05/2010	Plumbing	A	7	6,50 €	16	728,00 €	YES
4	02/05/2010	Plumbing	B	6	6,50 €	16	624,00 €	YES
5	02/05/2010	Plumbing	C	5	6,50 €	24	780,00 €	YES
6	05/05/2010	Woodwork	A	2	6,50 €	16	208,00 €	
7	07/05/2010	Locksmith	C	8	5,50 €	16	704,00 €	YES
8	08/05/2010	Woodwork	A	3	6,50 €	8	156,00 €	
9	13/05/2010	Locksmith	C	6	5,50 €	16	528,00 €	
10	14/05/2010	Plumbing	C	8	6,50 €	8	416,00 €	YES
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13	15/05/2010	Locksmith	A	8	5,50 €	24	1 056,00 €	YES
14	15/05/2010	Locksmith	B	2	5,50 €	24	264,00 €	YES
15	21/05/2010	Woodwork	A	4	6,50 €	8	208,00 €	YES
16	23/05/2010	Plumbing	A	5	6,50 €	24	780,00 €	YES
17	23/05/2010	Painting	B	6	5,00 €	8	240,00 €	YES
18	28/05/2010	Plumbing	A	6	6,50 €	16	624,00 €	
19	28/05/2010	Locksmith	A	5	5,50 €	24	660,00 €	YES
20	30/05/2010	Plumbing	A	8	6,50 €	16	832,00 €	
21	31/05/2010	Woodwork	A	2	6,50 €	16	208,00 €	YES

Automatic filters

Must be applied directly over the original table

The result table will show only the rows that fit the criteria, and the remaining are hidden

How to filter:

On the column label, choose the desired values

Example: Locksmith services

1	A	B	C	D	E	F	G	H
2	Date	Service	Team	Number Employee	Hour	Service	Total Service	Pair
7	07/05/2010	Locksmith	C	16	6,50 €	16	728,00 €	YES
9	13/05/2010	Locksmith	C	16	6,50 €	16	624,00 €	YES
13	15/05/2010	Locksmith	A	24	6,50 €	24	780,00 €	YES
14	15/05/2010	Locksmith	B	16	6,50 €	16	208,00 €	
19	28/05/2010	Locksmith	A	16	5,50 €	16	704,00 €	YES
22				8	6,50 €	8	156,00 €	
23				16	5,50 €	16	528,00 €	
24				8	6,50 €	8	416,00 €	YES
25				24	6,50 €	24	1 248,00 €	
26				8	5,00 €	8	120,00 €	
27				24	5,50 €	24	1 056,00 €	YES
28				24	5,50 €	24	264,00 €	YES
29				8	6,50 €	8	208,00 €	YES
30				24	6,50 €	24	780,00 €	YES
31				8	5,00 €	8	240,00 €	YES
32				16	6,50 €	16	624,00 €	
33				24	5,50 €	24	660,00 €	YES
34				16	6,50 €	16	832,00 €	
35				16	6,50 €	16	208,00 €	YES

... with "Total Service" over 600€

1	A	B	C	D	E	F	G	H	I	J
2	Date	Service	Team	Number Employee	Hour	Service	Total Service	Pair		
7	07/05/2010	Locksmith	C	16	6,50 €	16	728,00 €	YES		
9	13/05/2010	Locksmith	C	16	6,50 €	16	624,00 €	YES		
13	15/05/2010	Locksmith	A	24	6,50 €	24	780,00 €	YES		
14	15/05/2010	Locksmith	B	16	6,50 €	16	208,00 €			
19	28/05/2010	Locksmith	A	16	5,50 €	16	704,00 €	YES		
22				8	6,50 €	8	156,00 €			
23				16	5,50 €	16	528,00 €			
24				8	6,50 €	8	416,00 €	YES		
25				24	6,50 €	24	1 248,00 €			
26				8	5,00 €	8	120,00 €			
27				24	5,50 €	24	1 056,00 €	YES		
28				24	5,50 €	24	264,00 €	YES		
29				8	6,50 €	8	208,00 €	YES		
30				24	6,50 €	24	780,00 €	YES		
31				8	5,00 €	8	240,00 €	YES		
32				16	6,50 €	16	624,00 €			
33				24	5,50 €	24	660,00 €	YES		
34				16	6,50 €	16	832,00 €			
35				16	6,50 €	16	208,00 €	YES		

Custom Autofilter

Show rows where:

Total Service

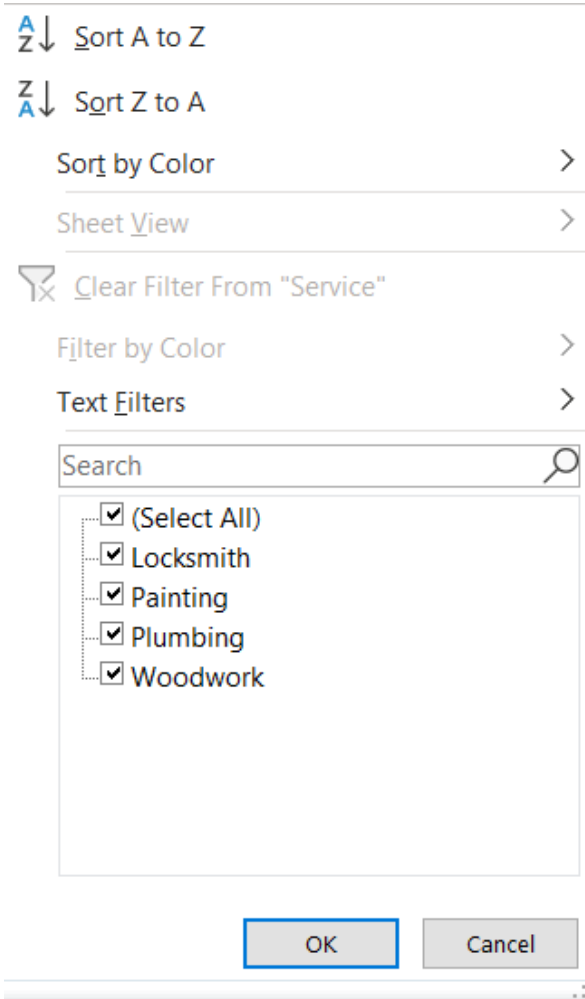
is greater than 600

And Or

Use ? to represent any single character
Use * to represent any series of characters

OK Cancel

Available criteria



A ↓ Sort A to Z
 Z ↓ Sort Z to A
 Sort by Color >
 Sheet View >
 Clear Filter From "Service"
 Filter by Color >
 Text Filters >
 Search
☒ (Select All)
☒ Locksmith
☒ Painting
☒ Plumbing
☒ Woodwork
 OK Cancel

Formatting

Data type (text / number / date)

Value search field

List of values

Advanced Filters

Instead of defining the criteria in selecting fields, use specifically created criteria in certain ranges, with a specific set of rules

Allow the result to be presented directly on the original data table, or in a new table generated after applying the filter

How to

	A	B	C	D	E	F	G	H	I	J	K
1	Services Performed										
2	Date	Service	Team	Number Employees	Hour Price	Service Time	Total Service	Paid		Service	Total Service
3	02/05/2010	Plumbing	A	7	6,50 €	16	728,00 €	YES		Plumbing	>600
4	02/05/2010	Plumbing	B	6	6,50 €	16	624,00 €	YES			
5	02/05/2010	Plumbing	C	5	6,50 €	24	780,00 €	YES			
6	05/05/2010	Woodwork	A	2	6,50 €	16	208,00 €				
7	07/05/2010	Locksmith	C	8	5,50 €	16	704,00 €	YES			
8	08/05/2010	Woodwork	A	3	6,50 €	8	156,00 €				
9	13/05/2010	Locksmith	C	6	5,50 €	16	528,00 €				
10	14/05/2010	Plumbing	C	8	6,50 €	8	416,00 €	YES			
11	15/05/2010	Woodwork	C	8	6,50 €	24	1 248,00 €				
12	15/05/2010	Painting	A	3	5,00 €	8	120,00 €				
13	15/05/2010	Locksmith	A	8	5,50 €	24	1 056,00 €	YES			
14	15/05/2010	Locksmith	B	2	5,50 €	24	264,00 €	YES			
15	21/05/2010	Woodwork	A	4	6,50 €	8	208,00 €	YES			
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17	23/05/2010	Painting	B	6	5,00 €	8	240,00 €	YES			
18	28/05/2010	Plumbing	A	6	6,50 €	16	624,00 €				
19	28/05/2010	Locksmith	A	5	5,50 €	24	660,00 €	YES			
20	30/05/2010	Plumbing	A	8	6,50 €	16	832,00 €				
21	31/05/2010	Woodwork	A	2	6,50 €	16	208,00 €	YES			

1. Insert the criteria in a blank area of the page
 - As done for database functions
2. Select the table
3. Tab “Data” > Group “Sort & Filter” > Command “Advanced”
4. Complete the dialog “Advanced Filter” accounting for:

- **Action:**
 - Filter the list, in-place (original table)
 - Copy to another location (create a new table with the filtered data)
- **List range:** original table
- **Criteria range:** location of the criteria
- **Copy to:** only available if “Copy to another location” is selected. Location where the result should be presented
- **Unique records only:** remove duplicates

Advanced Filter ? ×

Action

☐ Filter the list, in-place

☒ Copy to another location

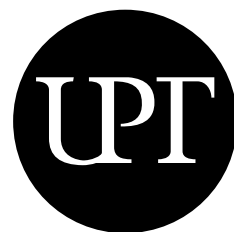
List range: \$A\$2:\$H\$21

Criteria range: Sheet1!\$J\$2:\$K\$3

Copy to: Sheet1!\$M\$2

☐ Unique records only

OK Cancel



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Do conhecimento à prática.