Chapter 5

# Try It Yourself: Filter Missing Values

## Excel Instructions

1. Open Customers.csv in Excel.
2. Answer the question: How many customers have no postal code listed in their observations?
   1. Verify the first row of Column F is PostalCode.
   2. Click the first cell of Column F to select the entire column.
   3. Go to the 'Data' tab on the Excel ribbon at the top of the window.
   4. Click on the 'Filter' button. This action will enable dropdown arrows on each column header
   5. Ensure no filters are set for other columns.
   6. Click the dropdown arrow in the PostalCode column header in Column F.
   7. Uncheck the 'Select All' option to clear all selections.
   8. Scroll to the bottom of the list and find “(Blanks)”. Check the box next to "(Blanks)".
   9. Click 'OK' or press 'Enter'.
   10. After applying the filter, only the rows where the PostalCode column is blank (e.g., has missing data) will be displayed.
   11. You will see only one observation.
3. Answer the question: What country has the most missing data in PostalCode?
   1. Observe the country from #2.