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UNLOCKING EXCEL'S ADVANCED FILTERS

MASTER DATA FILTERING LIKE A PRO!



The screenshot shows a Microsoft Excel spreadsheet titled "FUTURE_VISION_COMPUTERS". The Data tab is selected. A modal dialog box titled "Advanced Filter" is open, prompting the user to choose an action: "Filter the list, in-place" (selected) or "Copy to another location". It also includes fields for "List range" and "Criteria range", and buttons for "OK" and "Cancel". The main spreadsheet contains a table titled "E-COMMERCE EMPLOYEES SALES DATASET" with columns for Employee Name, Product Name, and years 2016, 2017, 2018, followed by calculated columns for TOTAL, MIN., MAX., AVERAGE, and PERFORMANCE.

	Employee Name	PRODUCT NAME	2016	2017	2018	TOTAL	MIN.	MAX.	AVERAGE	PERFORMANCE		
4	Yash	Sarees	2,000.00	5,000.00	5,600.00	600.00	1,000.00	5,600.00	3,320.00	V.GOOD		
5	Diya	Blouse	1,500.00	2,500.00	5,000.00	000.00	500.00	5,000.00	2,600.00	GOOD		
6	Raj	Trousers	2,500.00	4,000.00	5,500.00	500.00	2,000.00	5,500.00	3,500.00	V. GOOD		
7	Het	Shirt	3,000.00	6,000.00	6,000.00	500.00	2,000.00	6,000.00	4,300.00	EXCELLENT		
8	Dhruv	Jeans	4,000.00	3,500.00	4,000.00	000.00	500.00	5,000.00	3,400.00	V. GOOD		
9	Mann	Suit	1,000.00	2,000.00	3,000.00	300.00	800.00	3,000.00	1,860.00	BAD		
10	Dev	Belt	2,500.00	2,000.00	3,000.00	2,500.00	400.00	10,400.00	400.00	3,000.00	2,080.00	GOOD

WHAT ARE ADVANCED FILTERS?

ADVANCED FILTERS ALLOW YOU TO EXTRACT UNIQUE RECORDS, FILTER DATA IN COMPLEX WAYS, AND CREATE CUSTOM VIEWS—ALL WITH JUST A FEW CLICKS!



E-COMMERCE EMPLOYEES SALES DATASET											
Employee Name	PRODUCT NAME	2016	2017	2018	2019	2020	TOTAL	MIN.	MAX.	AVERAGE	PERFORMANCE
Yash	Sarees	2,000.00	5,000.00	5,600.00	3,000.00	1,000.00	16,600.00	1,000.00	5,600.00	3,320.00	V.GOOD
Diya	Blouse	1,500.00	2,500.00	5,000.00	3,500.00	500.00	13,000.00	500.00	5,000.00	2,600.00	GOOD
Raj	Trousers	2,500.00	4,000.00	5,500.00	3,500.00	2,000.00	17,500.00	2,000.00	5,500.00	3,500.00	V. GOOD
Het	Shirt	3,000.00	6,000.00	6,000.00	4,500.00	2,000.00	21,500.00	2,000.00	6,000.00	4,300.00	EXCELLENT
Dhruv	Jeans	4,000.00	3,500.00	4,000.00	5,000.00	500.00	17,000.00	500.00	5,000.00	3,400.00	V. GOOD
Mann	Suit	1,000.00	2,000.00	3,000.00	2,500.00	800.00	9,300.00	800.00	3,000.00	1,860.00	BAD
Dev	Belt	2,500.00	2,000.00	3,000.00	2,500.00	400.00	10,400.00	400.00	3,000.00	2,080.00	GOOD

SETTING UP YOUR DATA

PREPARE YOUR DATA: ENSURE YOUR DATA IS ORGANIZED IN A TABLE FORMAT WITH HEADERS. CLEAN DATA IS ESSENTIAL FOR EFFECTIVE FILTERING!

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The screenshot shows an Excel spreadsheet titled 'E-COMMERCE EMPLOYEES SALES DATASET'. The data includes columns for Employee Name, Product Name, and sales figures for the years 2016 through 2020, along with total sales and performance metrics. An 'Advanced Filter' dialog box is open, allowing users to define a list range (\$G\$1:\$A\$3:\$L\$10) and a criteria range (\$G\$1:\$A\$13:\$L\$14). A red arrow highlights the 'Criteria range' entry.

Employee Name	Product Name	2016	2017	2018	2019	2020	TOTAL	MIN.	MAX.	AVERAGE	PERFORMANCE
Yash	Sarees	2,000.00	5,000.00	5,600.00	3,000	0	1,000.00	5,600.00	3,320.00	V.GOOD	
Diya	Blouse	1,500.00	2,500.00	5,000.00	3,500	0	500.00	5,000.00	2,600.00	GOOD	
Raj	Trousers	2,500.00	4,000.00	5,500.00	3,500	0	2,000.00	5,500.00	3,500.00	V. GOOD	
Het	Shirt	3,000.00	6,000.00	6,000.00	4,500	0	2,000.00	6,000.00	4,300.00	EXCELLENT	
Dhruv	Jeans	4,000.00	3,500.00	4,000.00	5,000	0	500.00	5,000.00	3,400.00	V. GOOD	
Mann	Suit	1,000.00	2,000.00	3,000.00	2,500	0	800.00	3,000.00	1,860.00	BAD	
Dev	Belt	2,500.00	2,000.00	3,000.00	2,500	0	400.00	3,000.00	2,080.00	GOOD	

CREATING CRITERIA RANGE

CREATING CRITERIA RANGE DEFINE THE CONDITIONS FOR YOUR FILTER. USE COLUMN HEADERS AND SPECIFY CRITERIA DIRECTLY BELOW THEM FOR PRECISE FILTERING!



The screenshot shows an Excel spreadsheet titled "E-COMMERCE EMPLOYEES SALES DATASET". The "Data" tab is selected, and the "Advanced Filter" dialog box is open. The "Action" section has "Filter the list, in-place" selected. The "List range" is set to \$G\$1:\$S\$10, and the "Criteria range" is set to \$G\$1:\$S\$14. The "Copy to:" field contains the range \$G\$13:\$S\$14, with the checkbox "Unique records only" checked. A red arrow points to this checkbox. The "OK" button is visible at the bottom of the dialog.

Employee Name	Product Name	2016	2017	2018	2019	2020	TOTAL	MIN.	MAX.	AVERAGE	PERFORMANCE
Yash	Sarees	2,000.00	5,000.00	5,600.00	3,000	0	1,000.00	5,600.00	3,320.00	V.GOOD	
Diya	Blouse	1,500.00	2,500.00	5,000.00	3,500	0	500.00	5,000.00	2,600.00	GOOD	
Raj	Trousers	2,500.00	4,000.00	5,500.00	3,500	0	2,000.00	5,500.00	3,500.00	V. GOOD	
Het	Shirt	3,000.00	6,000.00	6,000.00	4,500	0	2,000.00	6,000.00	4,300.00	EXCELLENT	
Dhruv	Jeans	4,000.00	3,500.00	4,000.00	5,000	0	500.00	5,000.00	3,400.00	V. GOOD	
Mann	Suit	1,000.00	2,000.00	3,000.00	2,500	0	800.00	3,000.00	1,860.00	BAD	
Dev	Belt	2,500.00	2,000.00	3,000.00	2,500	0	400.00	3,000.00	2,080.00	GOOD	

EXTRACTING UNIQUE RECORDS

WANT TO SEE ONLY DISTINCT ENTRIES? USE ADVANCED FILTERS TO DISPLAY UNIQUE VALUES FROM YOUR DATASET EFFORTLESSLY!



E-COMMERCE EMPLOYEES SALES DATASET

Employee Name	PRODUCT NAME	2016	2017	2018	2019	2020	TOTAL	MIN.	MAX.	AVERAGE	PERFORMANCE
Yash	Sarees	2,000.00	5,000.00	5,600.00	1,000.00	16,600.00	1,000.00	5,600.00	3,320.00	V.GOOD	
Diya	Blouse	1,500.00	2,500.00	5,000.00	5,000.00	13,000.00	500.00	5,000.00	2,600.00	GOOD	
Raj	Trousers	2,500.00	4,000.00	5,500.00	5,500.00	17,500.00	2,000.00	5,500.00	3,500.00	V. GOOD	
Het	Shirt	3,000.00	6,000.00	6,000.00	6,000.00	21,500.00	2,000.00	6,000.00	4,300.00	EXCELLENT	
Dhruv	Jeans	4,000.00	3,500.00	4,000.00	4,000.00	17,000.00	500.00	5,000.00	3,400.00	V. GOOD	
Mann	Suit	1,000.00	2,000.00	3,000.00	3,000.00	9,300.00	800.00	3,000.00	1,860.00	BAD	
Dev	Belt	2,500.00	2,000.00	3,000.00	2,500.00	10,400.00	400.00	3,000.00	2,080.00	GOOD	

OR

Employee Name	PRODUCT NAME	2016	2017	2018	2019	2020	TOTAL	MIN.	MAX.	AVERAGE	PERFORMANCE
	Shirt						>15000				

AND

Employee Name	PRODUCT NAME	2016	2017	2018	2019	2020	TOTAL	MIN.	MAX.	AVERAGE	PERFORMANCE
	Shirt						>15000				

USING AND/OR CRITERIA

COMBINE CONDITIONS! USE **AND** TO REQUIRE ALL CRITERIA TO BE MET, **OR** OR TO INCLUDE ANY. PERFECT FOR COMPLEX DATA ANALYSIS!



The screenshot shows a Microsoft Excel spreadsheet with a header row containing columns for Employee Name, PRODUCT NAME, and years from 2016 to 2020, followed by columns for TOTAL, MIN., MAX., AVERAGE, and PERFORMANCE. An 'Advanced Filter' dialog box is open over the spreadsheet. The dialog box has the following settings:

- Action: Copy to another location (selected)
- List range: \$G\$1:\$L\$10
- Criteria range: \$H\$1:\$L\$2
- Copy to: \$A\$5
- Unique records only: checked

COPY FILTERED DATA

NEED TO CREATE A NEW DATASET? YOU CAN COPY THE FILTERED RESULTS TO ANOTHER LOCATION, KEEPING YOUR ORIGINAL DATA INTACT!

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USE FORMULAS IN CRITERIA

USE FORMULAS IN CRITERIA MAKE YOUR CRITERIA DYNAMIC! USE FORMULAS TO FILTER DATA BASED ON CALCULATIONS, DATES, OR OTHER CONDITIONS.



The screenshot shows a Microsoft Excel spreadsheet titled "FUTURE_VISION_COMPUTERS". The main title "E-COMMERCE EMPLOYEES SALES DATASET" is centered at the top. Below it is a table with the following columns: Employee Name, PRODUCT NAME, 2016, 2017, 2018, 2019, 2020, TOTAL, MIN., MAX., AVERAGE, PERFORMANCE, and DATE. The first row contains sample data for an employee named "Het" who sold a "Shirt". The "Performance" column for this row is colored green and labeled "EXCELLENT". The "DATE" column shows the current date as "13-10-2024". In the top right corner of the Excel interface, there is a "Filter" icon. This icon is highlighted with a red dashed box, drawing attention to it. The Excel ribbon at the top has tabs like File, Home, Insert, Page Layout, Formulas, Data, Review, View, Automate, Help, and AI-aided Formula Editor. The "Data" tab is currently selected. The status bar at the bottom shows "Ready", "1 of 7 records found", and "Accessibility: Investigate". The taskbar at the very bottom of the screen shows various application icons.

CLEARING FILTERS

CLEARING FILTERS EASILY RESET YOUR FILTERS TO
VIEW THE COMPLETE DATASET AGAIN. JUST A CLICK
AWAY TO BRING BACK ALL YOUR DATA!

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The screenshot shows a Microsoft Excel spreadsheet titled "FUTURE_VISION_COMPUTERS". The "Home" tab is selected. In cell A16, there is a header box containing the text "LIST OF TIPS FOR USING ADVANCE FILTERING:". Below this, a numbered list of four tips is provided:

1. Always make sure that the dataset is clean before applying any advance filtering.
2. Always set your criteria range in another sheet and not in the same sheet with the original dataset.
3. Always select the "copy to another location" option and "unique records only" option.
4. Always open the advance filtering menu in that sheet where your criteria range is given/mentioned and not in the sheet where your dataset is.

TIPS FOR EFFECTIVE FILTERING

- ALWAYS HAVE A **CLEAR CRITERIA RANGE**
- KEEP DATA **WELL-STRUCTURED**
- USE **DESCRIPTIVE HEADERS** FOR CLARITY!



READY TO TAKE YOUR DATA ANALYSIS TO THE NEXT LEVEL?

TRY USING ADVANCED FILTERS IN EXCEL AND SEE THE DIFFERENCE! WHAT'S YOUR FAVORITE FILTERING TECHNIQUE? SHARE BELOW!

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