

## DO YOU KNOW?

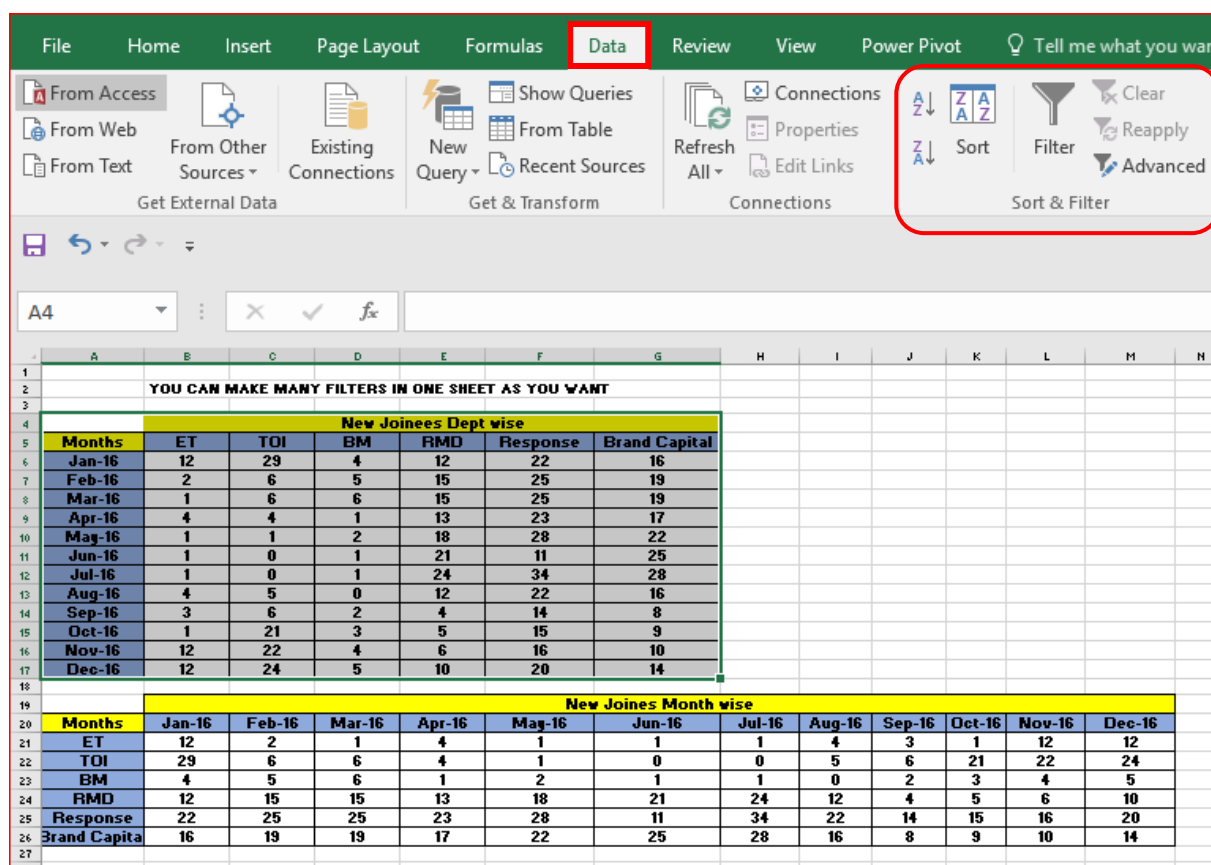
# How to put more than one filter in MS Excel.

Description:

Excel supports over 1048576 rows per sheet. One way, we can have many data needed to control in one sheet. Other way, it makes us difficult to see what data we want. To solve this problem, Excel has a function called filter.

The simplest way to make a filter is using Auto Filter function of Excel. Below is an example in Excel 2016, you can find similar way in 2013 and 2010.

Step 1. Choose the data range that you want to filter. In the ribbon tab Data, click Filter in the Sort & Filter group.



The screenshot shows the Microsoft Excel 2016 interface. The 'Data' ribbon is active, and the 'Filter' button in the 'Sort & Filter' group is highlighted with a red box. Below the ribbon, a data table is displayed with two sections: 'New Joinees Dept wise' and 'New Joines Month wise'.

New Joinees Dept wise						
Months	ET	TOI	BM	RMD	Response	Brand Capital
Jan-16	12	29	4	12	22	16
Feb-16	2	6	5	15	25	19
Mar-16	1	6	6	15	25	19
Apr-16	4	4	1	13	23	17
May-16	1	1	2	18	28	22
Jun-16	1	0	1	21	11	25
Jul-16	1	0	1	24	34	28
Aug-16	4	5	0	12	22	16
Sep-16	3	6	2	4	14	8
Oct-16	1	21	3	5	15	9
Nov-16	12	22	4	6	16	10
Dec-16	12	24	5	10	20	14

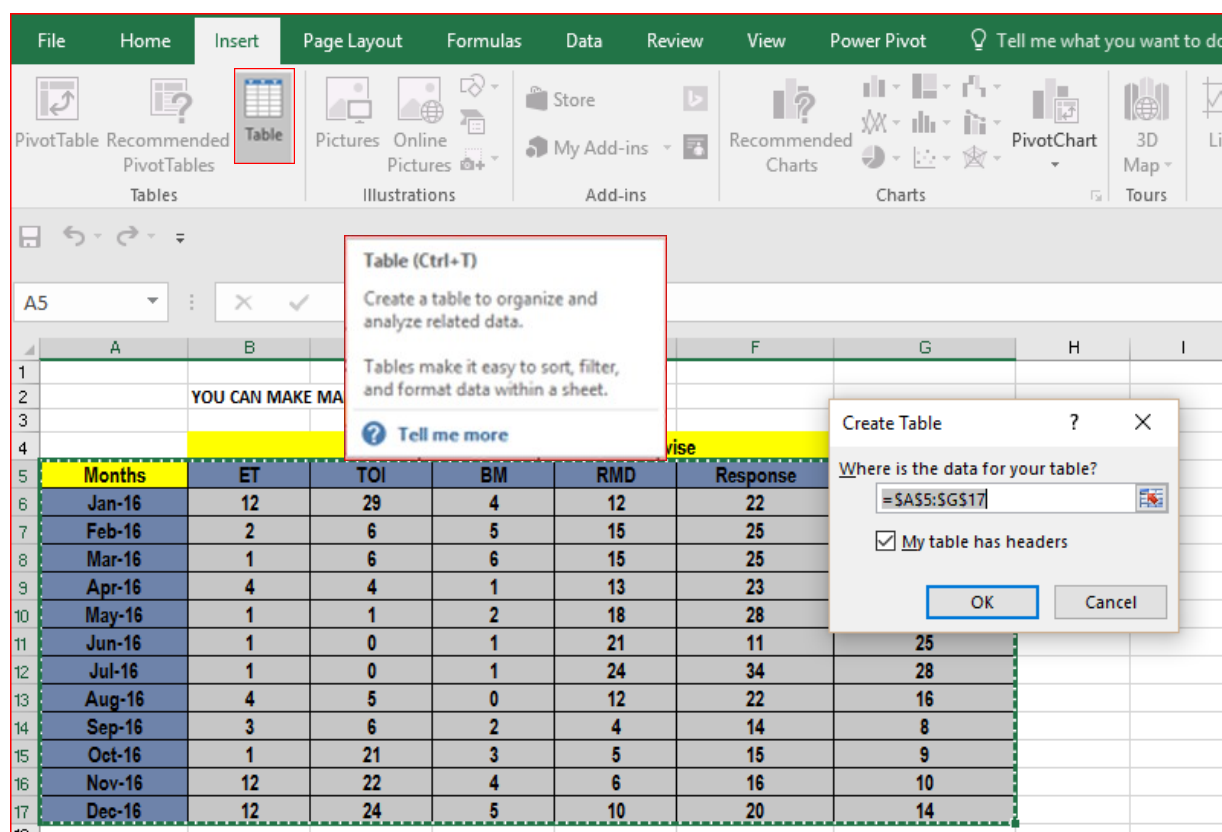
New Joines Month wise												
Months	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16
ET	12	2	1	4	1	1	1	4	3	1	12	12
TOI	29	6	6	4	1	0	0	5	6	21	22	24
BM	4	5	6	1	2	1	1	0	2	3	4	5
RMD	12	15	15	13	18	21	24	12	4	5	6	10
Response	22	25	25	23	28	11	34	22	14	15	16	20
Brand Capital	16	19	19	17	22	25	28	16	8	9	10	14

**Step 2.** Click the arrow in the row header to choose the filter criteria.

New Joinees Dept wise						
Months	ET	TOI	BM	RMD	Response	Brand Capital
Jan-16	12	29	4	12	22	16
Feb-16	2	6	5	15	25	19
Mar-16	1	6	6	15	25	19
Apr-16	4	4	1	13	23	17
May-16	1	1	2	18	28	22
Jun-16	1	0	1	21	11	25
Jul-16	1	0	1	24	34	28
Aug-16	4	5	0	12	22	16
Sep-16	3	6	2	4	14	8
Oct-16	1	21	3	5	15	9
Nov-16	12	22	4	6	16	10
Dec-16	12	24	5	10	20	14

This is the most frequently usage of Excel filter. To make many filters in same sheet, for ex, we need to make filters for 2 tables.

- Choose the data range, then in the tab Insert, click on Table



**Table (Ctrl+T)**  
Create a table to organize and analyze related data.  
Tables make it easy to sort, filter, and format data within a sheet.  
[Tell me more](#)

**Create Table**  
Where is the data for your table?  
= \$A\$5:\$G\$17  
☒ My table has headers  
OK Cancel

Months	ET	TOI	BM	RMD	Response	Brand Capital
Jan-16	12	29	4	12	22	16
Feb-16	2	6	5	15	25	19
Mar-16	1	6	6	15	25	19
Apr-16	4	4	1	13	23	17
May-16	1	1	2	18	28	22
Jun-16	1	0	1	21	11	25
Jul-16	1	0	1	24	34	28
Aug-16	4	5	0	12	22	16
Sep-16	3	6	2	4	14	8
Oct-16	1	21	3	5	15	9
Nov-16	12	22	4	6	16	10
Dec-16	12	24	5	10	20	14

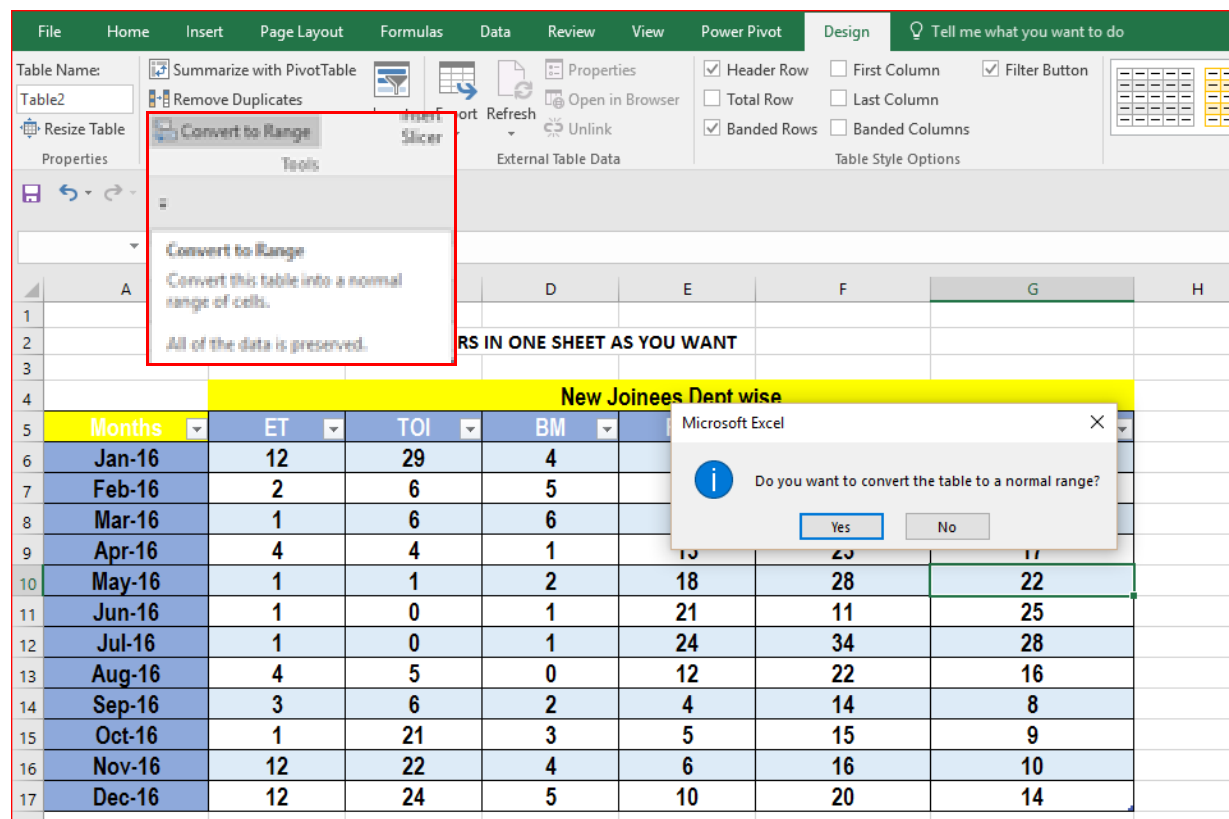
- Do the same thing for second table.
- Resultant value of multiple tables with filter is as below

New Joinees Dept wise						
Months	ET	TOI	BM	RMD	Response	Brand Capital
Jan-16	12	29	4	12	22	16
Feb-16	2	6	5	15	25	19
Mar-16	1	6	6	15	25	19
Apr-16	4	4	1	13	23	17
May-16	1	1	2	18	28	22
Jun-16	1	0	1	21	11	25
Jul-16	1	0	1	24	34	28
Aug-16	4	5	0	12	22	16
Sep-16	3	6	2	4	14	8
Oct-16	1	21	3	5	15	9
Nov-16	12	22	4	6	16	10
Dec-16	12	24	5	10	20	14

New Joinees Month wise												
Months	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16
ET	12	2	1	4	1	1	1	4	3	1	12	12
TOI	29	6	6	4	1	0	0	5	6	21	22	24
BM	4	5	6	1	2	1	1	0	2	3	4	5
RMD	12	15	15	13	18	21	24	12	4	5	6	10
Response	22	25	25	23	28	11	34	22	14	15	16	20
Brand Capital	16	19	19	17	22	25	28	16	8	9	10	14

To remove filters, click anywhere in the table that you've created filter. In the **Design** tab, click on **Convert to range**.



The screenshot shows the Microsoft Excel interface with the 'Design' tab selected. The 'Convert to Range' option is highlighted in the ribbon. A dialog box is displayed asking 'Do you want to convert the table to a normal range?' with 'Yes' and 'No' buttons. The table data is visible in the background.