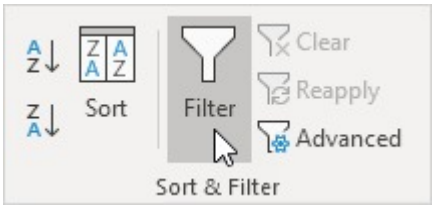
Date Filters in Excel

This page teaches you how to apply a date filter to only display records that meet certain criteria.

1. Click any single cell inside a data set.

2. On the Data tab, in the Sort & Filter group, click Filter.



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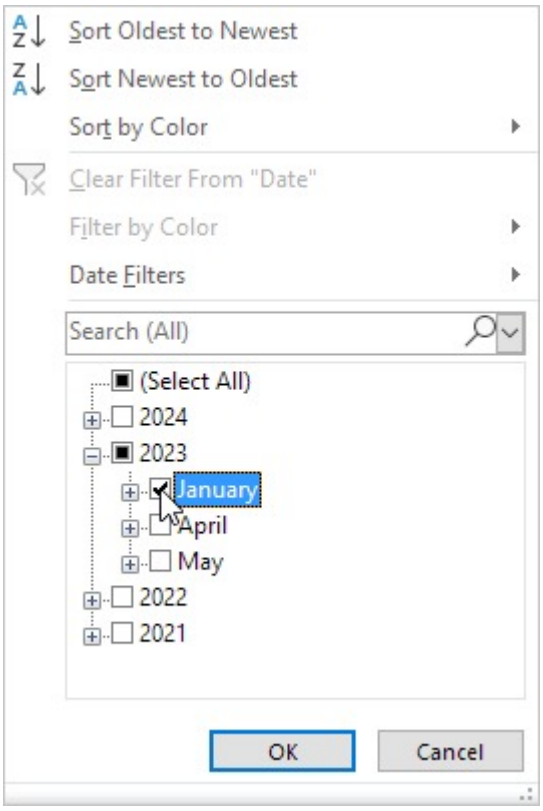
Arrows in the column headers appear.

	A	B	C	D	E
1	Last Nan	Sales	Count	Date	
2	Smith	$16,753.00	UK	4/25/2021	
3	Johnson	$14,808.00	USA	1/5/2024	
4	Williams	$10,644.00	UK	4/13/2023	
5	Jones	$1,390.00	USA	9/5/2024	
6	Brown	$4,865.00	USA	1/21/2021	
7	Williams	$12,438.00	UK	4/6/2021	
8	Johnson	$9,339.00	UK	11/14/2024	
9	Smith	$18,919.00	USA	7/16/2022	
10	Jones	$9,213.00	USA	1/26/2023	
11	Jones	$7,433.00	UK	11/1/2021	
12	Brown	$3,255.00	USA	5/18/2023	
13	Williams	$14,867.00	USA	1/5/2023	
14	Williams	$19,302.00	UK	8/23/2024	
15	Smith	$9,698.00	USA	1/17/2024	

3. Click the arrow next to Date.

4. Click on Select All to clear all the check boxes, click the + sign next to 2023, and click the check box next to January.



5. Click OK.

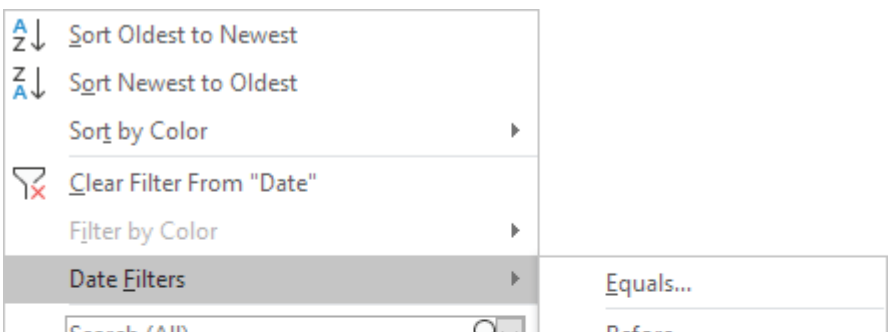
Result: Excel only displays the sales in 2023, in January.

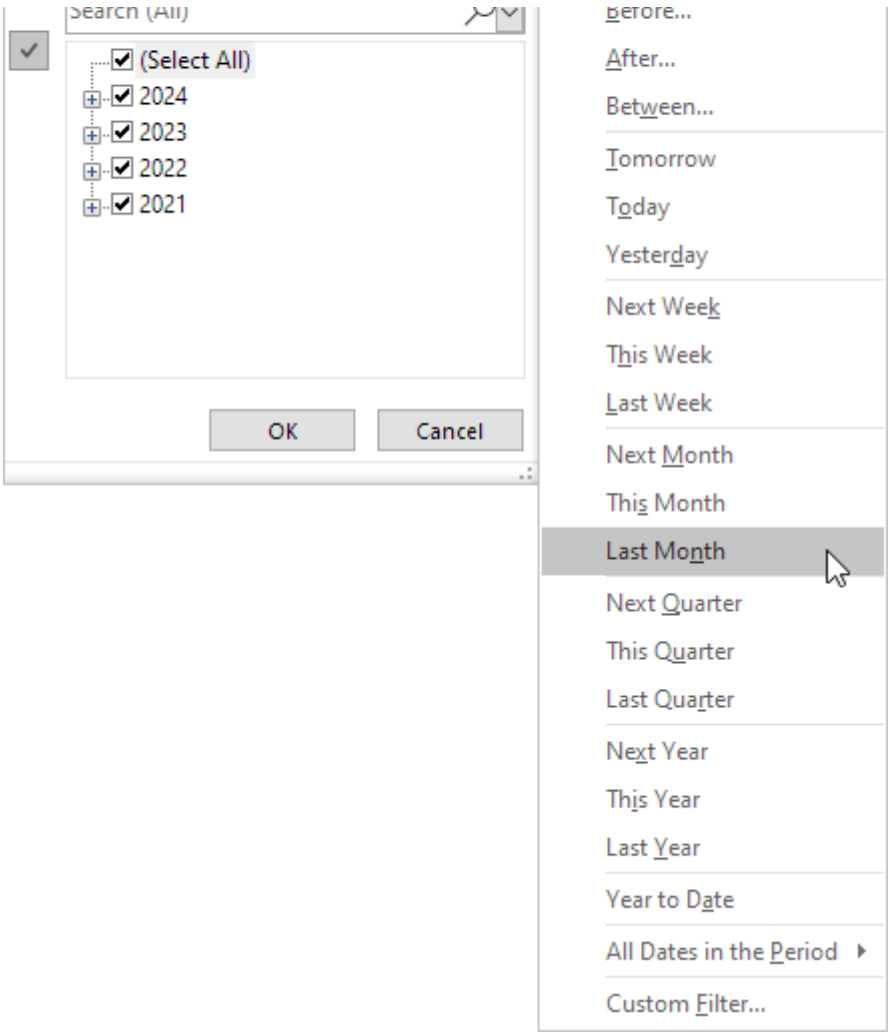
	A	B	C	D	E
1	Last Nan	Sales	Count	Date	
10	Jones	$9,213.00	USA	1/26/2023	
13	Williams	$14,867.00	USA	1/5/2023	
16					

6. Click the arrow next to Date.

7. Click on Select All to select all the check boxes.

8. Click Date Filters (this option is available because the Date column contains dates) and select Last Month from the list.





Result: Excel only displays the sales of last month.

	A	B	C	D	E
1	Last Nan	Sales	Count	Date	
8	Johnson	$9,339.00	UK	11/14/2024	
16					

Note: this date filter and many other date filters depend on today's date.

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- date-filters.xlsx

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