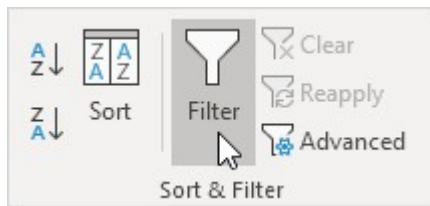


Filter Data in Excel

Filter your Excel data to only display records that meet certain criteria. This is page 1 of 10 in our comprehensive filtering course.

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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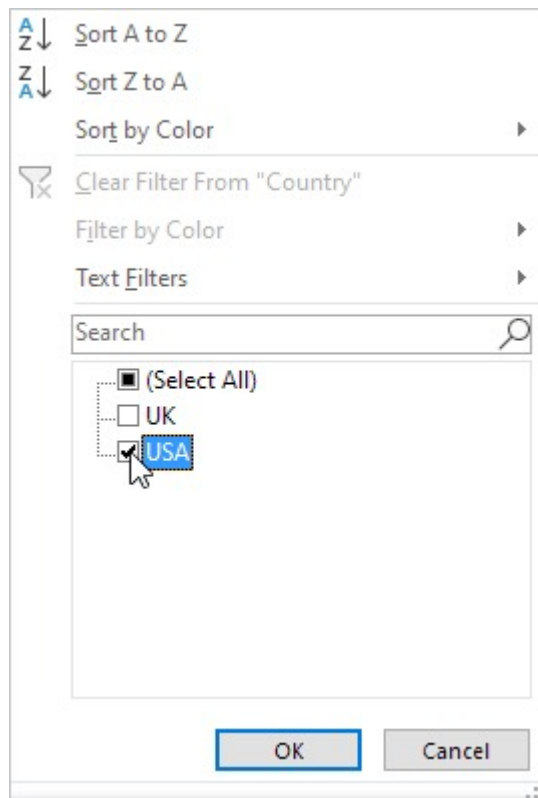
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Arrows in the column headers appear.

	A	B	C	D	E
1	Last Name	Sales	Count	Quarter	
2	Smith	\$16,753.00	UK	Qtr 3	
3	Johnson	\$14,808.00	USA	Qtr 4	
4	Williams	\$10,644.00	UK	Qtr 2	
5	Jones	\$1,390.00	USA	Qtr 3	
6	Brown	\$4,865.00	USA	Qtr 4	
7	Williams	\$12,438.00	UK	Qtr 1	
8	Johnson	\$9,339.00	UK	Qtr 2	
9	Smith	\$18,919.00	USA	Qtr 3	
10	Jones	\$9,213.00	USA	Qtr 4	
11	Jones	\$7,433.00	UK	Qtr 1	
12	Brown	\$3,255.00	USA	Qtr 2	
13	Williams	\$14,867.00	USA	Qtr 3	
14	Williams	\$19,302.00	UK	Qtr 4	
15	Smith	\$9,698.00	USA	Qtr 1	

3. Click the arrow next to Country.

4. Click on Select All to clear all the check boxes, and click the check box next to USA.



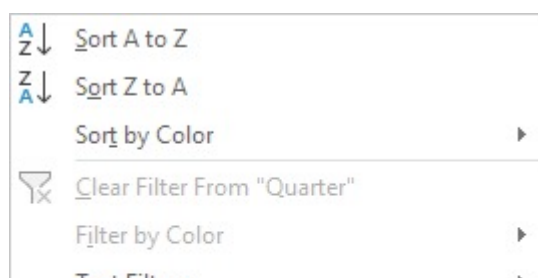
5. Click OK.

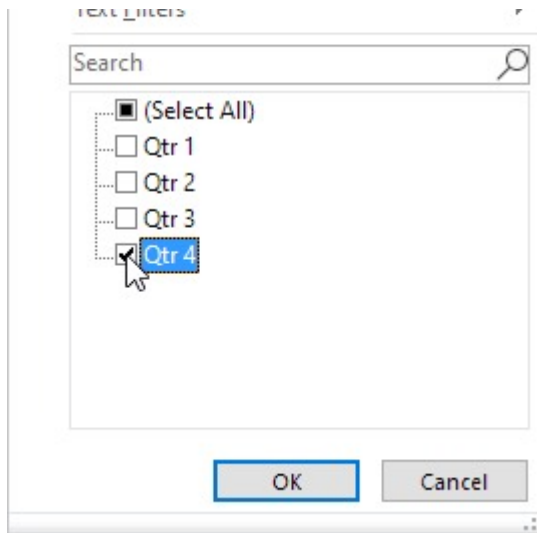
Result: Excel only displays the sales in the USA.

	A	B	C	D	E
1	Last Name	Sales	Count	Quarter	
3	Johnson	\$14,808.00	USA	Qtr 4	
5	Jones	\$1,390.00	USA	Qtr 3	
6	Brown	\$4,865.00	USA	Qtr 4	
9	Smith	\$18,919.00	USA	Qtr 3	
10	Jones	\$9,213.00	USA	Qtr 4	
12	Brown	\$3,255.00	USA	Qtr 2	
13	Williams	\$14,867.00	USA	Qtr 3	
15	Smith	\$9,698.00	USA	Qtr 1	
16					

6. Click the arrow next to Quarter.

7. Click on Select All to clear all the check boxes, and click the check box next to Qtr 4.



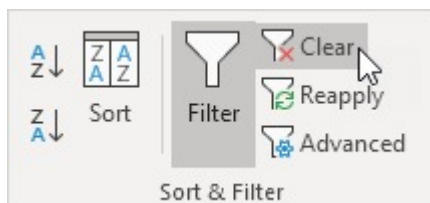


8. Click OK.

Result: Excel only displays the sales in the USA in Qtr 4.

	A	B	C	D	E
1	Last Name	Sales	Count	Quarter	
3	Johnson	\$14,808.00	USA	Qtr 4	
6	Brown	\$4,865.00	USA	Qtr 4	
10	Jones	\$9,213.00	USA	Qtr 4	
16					

9. To remove the filter, on the Data tab, in the Sort & Filter group, click Clear. To remove the filter and the arrows, click Filter.



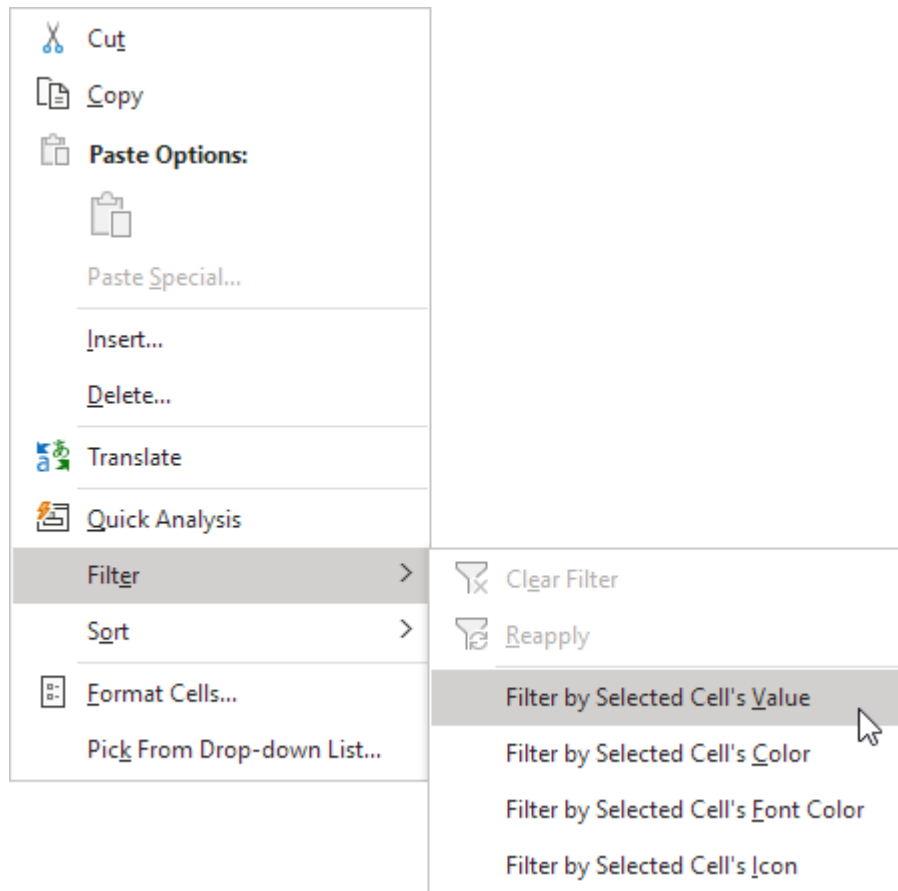
There's a quicker way to filter Excel data.

10. Select a cell.

	A	B	C	D	E
1	Last Name	Sales	Country	Quarter	
2	Smith	\$16,753.00	UK	Qtr 3	
3	Johnson	\$14,808.00	USA	Qtr 4	
4	Williams	\$10,644.00	UK	Qtr 2	
5	Jones	\$1,390.00	USA	Qtr 3	
6	Brown	\$4,865.00	USA	Qtr 4	
7	Williams	\$12,438.00	UK	Qtr 1	
8	Johnson	\$9,339.00	UK	Qtr 2	
9	Smith	\$18,919.00	USA	Qtr 3	
10	Jones	\$9,213.00	USA	Qtr 4	
11	Jones	\$7,433.00	UK	Qtr 1	
12	Brown	\$3,255.00	USA	Qtr 2	
13	Williams	\$14,867.00	USA	Qtr 3	
14	Williams	\$19,302.00	UK	Qtr 4	

15	Smith	\$9,698.00	USA	Qtr 1	
16					

11. Right click, and then click Filter, Filter by Selected Cell's Value.



Result: Excel only displays the sales in the USA.

	A	B	C	D	E
1	Last Name	Sales	Count	Quart	
3	Johnson	\$14,808.00	USA	Qtr 4	
5	Jones	\$1,390.00	USA	Qtr 3	
6	Brown	\$4,865.00	USA	Qtr 4	
9	Smith	\$18,919.00	USA	Qtr 3	
10	Jones	\$9,213.00	USA	Qtr 4	
12	Brown	\$3,255.00	USA	Qtr 2	
13	Williams	\$14,867.00	USA	Qtr 3	
15	Smith	\$9,698.00	USA	Qtr 1	
16					

Note: simply select another cell in another column to further filter this data set.

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