

AutoFilter

Microsoft Excel 2003

AutoFilter makes it easier to select data if it is a single condition.

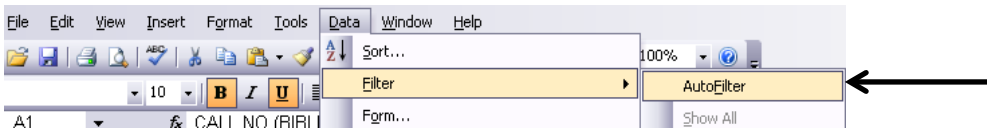
Applying auto filter

1. Highlight the row heading

	A	B	C	D	E
1	Firstname	Lastname	Address	City	
2	Nora	Albert	193 La Jolla	Hollywood	
3	Yvonne	Anders	01 E Orange	Anaheim	
4	H. R.	Baker	331 Harbor Se	Laguna Niguel	
5	Raymond	Blue	13 W. Miller	Costa Mesa	

Tip:
Click on the row number
with your mouse

2. **Data > Filter > AutoFilter**



3. Drop down arrow appears on each heading.

	A	B	C	D
1	Firstnan ▼	Lastnan ▼	Address	City ▼
2	Nora	Albert	193 La Jolla	Hollywood
3	Yvonne	Anders	01 E Orange	Anaheim

Using auto filter

1. Click the down arrow in the heading row > Choose the record you wish to filter

	A	B	C	D
1	Firstnan ▼	Lastnan ▼	Address	City ▼
2	Nora	Albert	193 La Jolla	Sort Ascending
3	Yvonne	Anders	01 E Orange	Sort Descending
4	H. R.	Baker	331 Harbor Se	(All)
5	Raymond	Blue	13 W. Miller	(Top 10...)
6	Arthur	Brand	899 Gallatin Sw	(Custom...)
7	Claire	Brewer	819 S 30th #3	Anaheim
8	Amy	Butler	9876 Rita Road	Bakersfield
9	Chris	Butler	87 White Street	Bloominton
10	Jonathan	Butler	5433 Rita Drive	Carson City
11	Rebecca	Butler	2716 Etoile Way	Cheyenne
12	Carmen	Campbell	8897 Plaines Lane	Costa Mesa
13	Alexander	Campbell	5988 Accountant Way	Hollywood
14	Luann	Campbell	43 Rye Street	Irvine
15	Wendy	Campbell	12397 Plaines Lane	Knoxville
16	Don	Chun	77 Federal Ave S	Lafayette
17	Laguna Niguel
18	Laguna Beach
19	Laguna Niguel
20	Los Angeles

Click here (arrow pointing to the City dropdown arrow)

Then, choose an item to filter, e.g., Hollywood (arrow pointing to 'Hollywood' in the dropdown list)

2. Filtered - only the data selected in the drop box

	A	B	C	D
1	Firstnan ▼	Lastnan ▼	Address	City ▼
2	Nora	Albert	193 La Jolla	Hollywood
30	Paco	Harris	19 Pch	Hollywood
61	Patrice	Queen	1339 Sunset #	Hollywood
75				



NOTICE: The row number is non-sequential and in blue because other data is still there and just hiding.

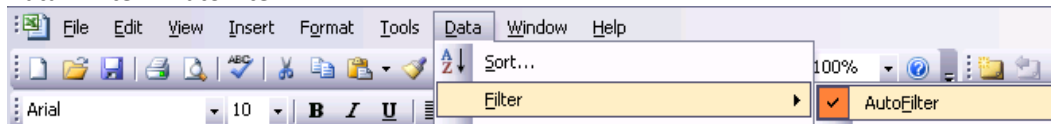
Selecting all records

This is what you can do after filtering and wish to go back to the original list. Choose (All) from the drop box

	A	B	C	D
1	Firstnam	Lastnam	Address	City
2	Nora	Albert	193 La Jolla	Sort Ascending
30	Paco	Harris	19 Pch	Sort Descending
61	Patrice	Queen	1339 Sunset #	(All)
75				(Top 10...)
76				(Custom...)

Removing auto filter

Data > Filter > AutoFilter



Creating custom filters

- Click drop list of the column that you wish to apply a custom filter to, e.g., Year > Click **(Custom...)**

	A	B	C	D	E
1	Regio	Salesperso	Product	Year	Sales
2	Midwest	Rogers	C	Sort Ascending	\$4,138.00
3	Gulf	Harrison	P	Sort Descending	\$9,516.00
4	Atlantic	Miller	C	(All)	\$75.00
5	Gulf	Harrison	C	(Top 10...)	\$8,751.00
6	Atlantic	Miller	P	(Custom...)	\$797.00
7	Gulf	Rogers	P	2004	\$9,437.00
8	Pacific	Miller	C	2005	\$7,191.00
9	Pacific	Rogers	C	2006	\$8,076.00

- Select the comparison operator from the pull-down list and/or type in the criteria > Click **OK**

Custom AutoFilter

Show rows where:

Year

is greater than 2004

And Or

is less than 2006

Use ? to represent any single character
Use * to represent any series of characters

OK Cancel

Tip:
Read and think carefully about the comparison operator and use "And" and "Or" wisely.

- Filtered.

	A	B	C	D	E
1	Regio	Salesperso	Product	Year	Sales
2	Midwest	Rogers	Computers	2005	\$4,138.00
3	Gulf	Harrison	Printers	2005	\$9,516.00
4	Atlantic	Miller	Computers	2005	\$75.00
5	Gulf	Harrison	Computers	2005	\$8,751.00
6	Atlantic	Miller	Printers	2005	\$797.00
7	Gulf	Rogers	Printers	2005	\$9,437.00
8	Pacific	Miller	Computers	2005	\$7,191.00
9	Pacific	Rogers	Computers	2005	\$8,076.00
10	Pacific	Rogers	Computers	2005	\$8,165.00
28					