

Data - Auto Filter

Microsoft Excel

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

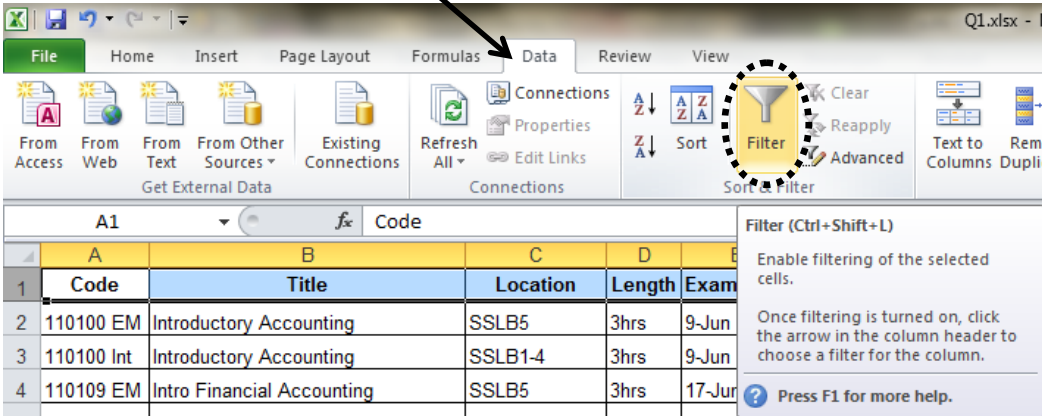
Applying auto filter

1. Highlight the row heading

	A	B	C	D	E	F	G	H
1	Code	Title	Location	Length	Exam Date	am/pm	Requirements	
2	110100 EM	Introductory Accounting	SSLB5	3hrs	9-Jun	am	CP5 SC	
3	110100 Int	Introductory Accounting	SSLB1-4	3hrs	9-Jun	am	CP5 SC	
4	110109 EM	Intro Financial Accounting	SSLB5	3hrs	17-Jun	am	CP5	

Tip:
Click on the row number with your mouse

2. Data > Filter > AutoFilter



Filter (Ctrl+Shift+L)

Enable filtering of the selected cells.

Once filtering is turned on, click the arrow in the column header to choose a filter for the column.

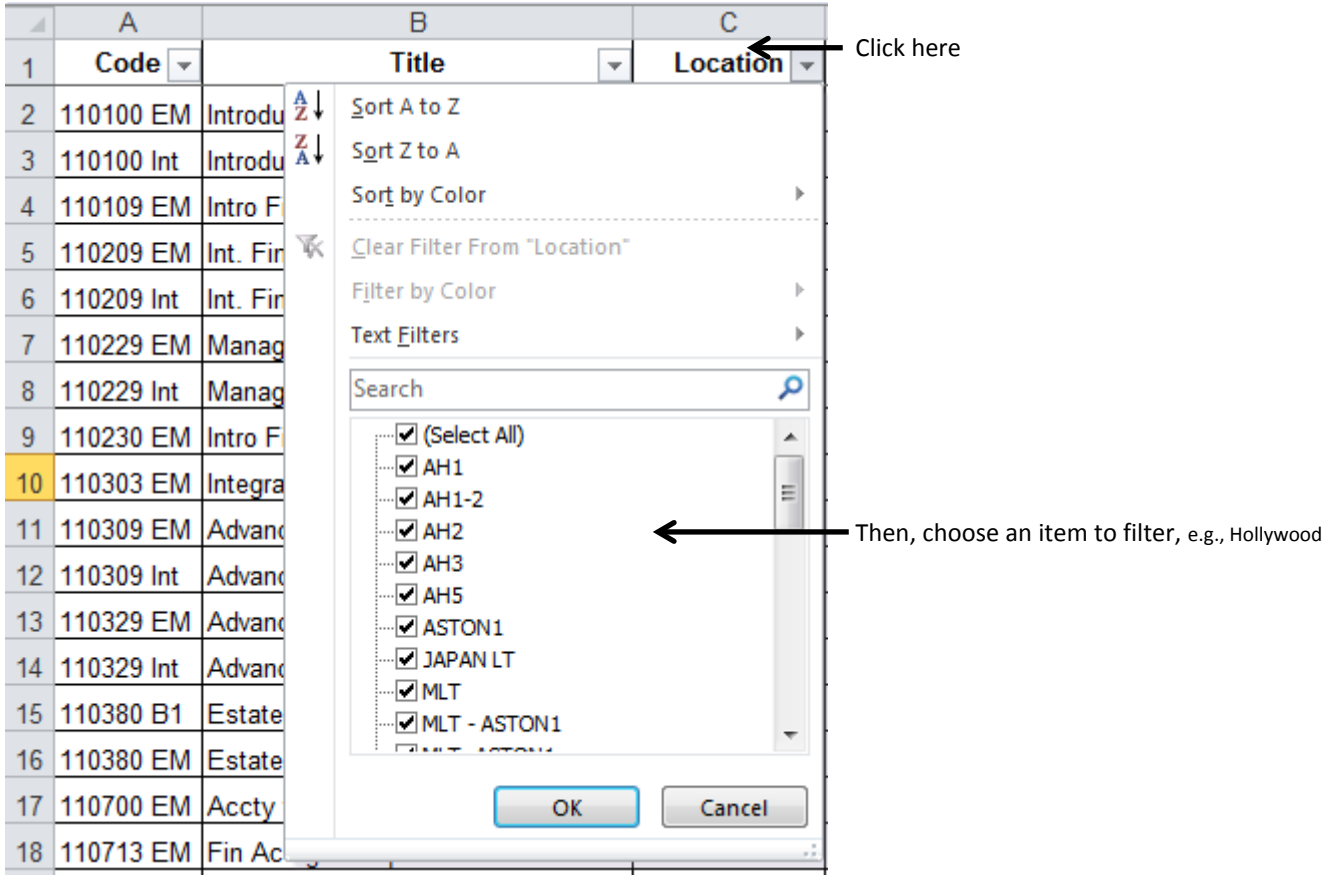
Press F1 for more help.

3. Drop down arrow appears on each heading.

	A	B	C	D	E	F	G
1	Code	Title	Location	Leng	Exam Da	am/p	Requiremer
2	110100 EM	Introductory Accounting	SSLB5	3hrs	9-Jun	am	CP5 SC
3	110100 Int	Introductory Accounting	SSLB1-4	3hrs	9-Jun	am	CP5 SC
4	110109 EM	Intro Financial Accounting	SSLB5	3hrs	17-Jun	am	CP5
5	110209 EM	Int. Financial Acctg	SSLB7	3hrs	10-Jun	pm	CP5
6	110209 Int	Int. Financial Acctg	SSLB6	3hrs	10-Jun	pm	CP5
7	110229 EM	Management Acctg	SSLB4	3hrs	16-Jun	pm	CP1
8	110229 Int	Management Acctg	SSLB3	3hrs	16-Jun	pm	CP1
9	110230 EM	Intro Fin & Mgmt Acctg	SSLB6	3hrs	12-Jun	am	CP1

Using auto filter

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



	A	B	C
1	Code	Title	Location
2	110100 EM	Introduct	Sort A to Z
3	110100 Int	Introduct	Sort Z to A
4	110109 EM	Intro F	Sort by Color
5	110209 EM	Int. Fir	Clear Filter From "Location"
6	110209 Int	Int. Fir	Filter by Color
7	110229 EM	Manag	Text Filters
8	110229 Int	Manag	Search
9	110230 EM	Intro F	<input checked="" type="checkbox"/> (Select All)
10	110303 EM	Integra	<input checked="" type="checkbox"/> AH1
11	110309 EM	Advanc	<input checked="" type="checkbox"/> AH1-2
12	110309 Int	Advanc	<input checked="" type="checkbox"/> AH2
13	110329 EM	Advanc	<input checked="" type="checkbox"/> AH3
14	110329 Int	Advanc	<input checked="" type="checkbox"/> AH5
15	110380 B1	Estate	<input checked="" type="checkbox"/> ASTON1
16	110380 EM	Estate	<input checked="" type="checkbox"/> JAPAN LT
17	110700 EM	Accty	<input checked="" type="checkbox"/> MLT
18	110713 EM	Fin Ac	<input checked="" type="checkbox"/> MLT - ASTON1

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

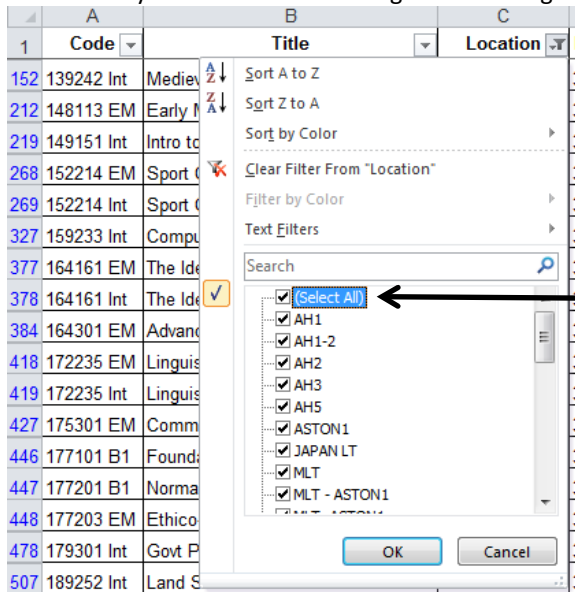
	A	B	C	D	E	F
1	Code	Title	Location	Leng	Exam Da	am/p
152	139242 Int	Medieval Worlds	JAPAN LT	3hrs	17-Jun	pm
212	148113 EM	Early Medieval England	JAPAN LT	3hrs	13-Jun	pm
219	149151 Int	Intro to Hist Mod Warfare	ASTON1	3hrs	17-Jun	pm
268	152214 EM	Sport Coaching: Mgmt & Ldrshp	JAPAN LT	3hrs	16-Jun	pm
269	152214 Int	Sport Coaching: Mgmt & Ldrshp	JAPAN LT	3hrs	16-Jun	pm



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

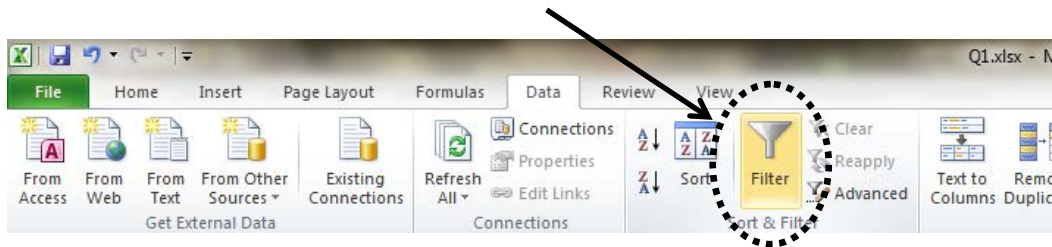
Selecting all records

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



Removing auto filter

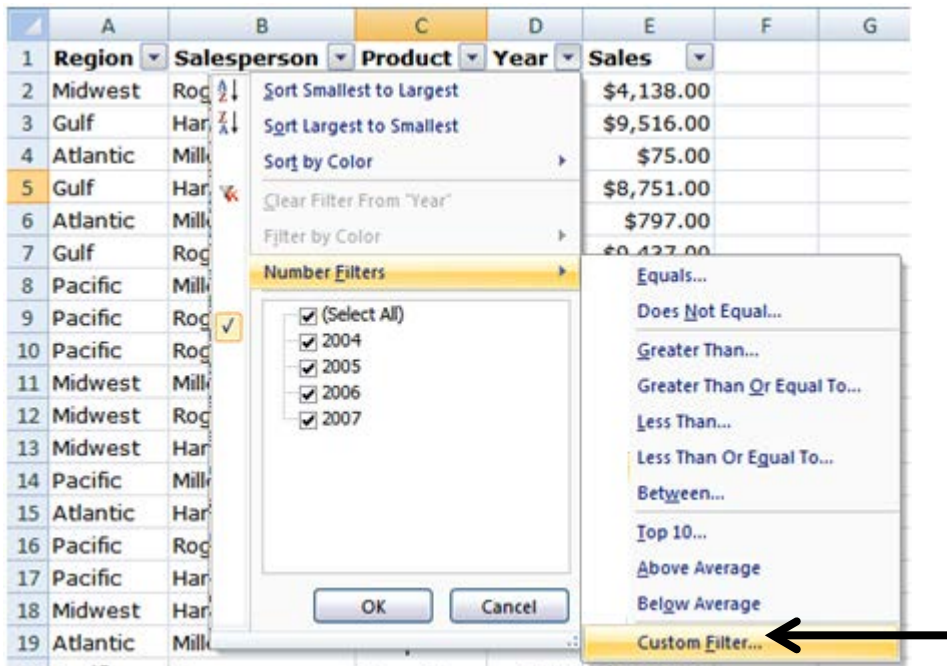
1. Click on **Data > Filter**



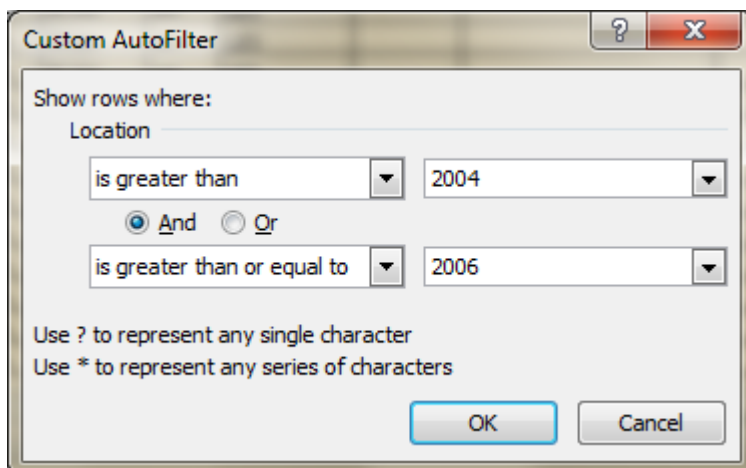
2. Done!

Creating custom filters

1. Click drop list of the column that you wish to do custom filter, e.g., Year > **Number Filters** > **Custom Filter...**



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



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

3. Filtered.

	A	B	C	D	E
1	Region	Salesperson	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