



## Introduction

|   | A                         | B      |           |
|---|---------------------------|--------|-----------|
| 1 | Equipment Log — Ragnar Te |        |           |
| 2 | ID #                      | Type   | Equipme   |
| 3 | 1011                      | Laptop | 10" Saris |
| 4 | 1012                      | Laptop | 10" Saris |
| 5 | 1021                      | Laptop | 15" EDI S |
| 6 | 1022                      | Laptop | 15" EDI S |
| 7 | 1023                      | Laptop | 15" EDI S |
| 8 | 1025                      | Laptop | 15" EDI S |
| 9 | 1031                      | Laptop | 17" Saris |

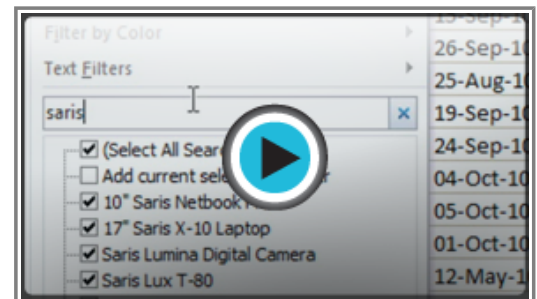
Filters can be used to narrow down the data in your worksheet and hide parts of it from view. While it may sound a little like grouping, filtering is different in the way that it allows you to qualify and display only the data that interests you. For example, you could filter a list of survey participants to view only those who are between the ages of 25-34. You could also filter an inventory of paint colors to view anything that contains the word "blue," such as "bluebell" or "robin's egg blue."

In this lesson, you will learn how to **filter** the data in your worksheet to display only the information you need.

## Filtering Data

**Filters** can be applied in many different ways to improve the performance of your worksheet. You can filter text, dates, and numbers. You can even use more than one filter to further narrow down your results.

➤➤➤ Watch the video to learn about filtering data in Excel.



Watch the video (4:09). [Need help?](#)

### To Filter Data:

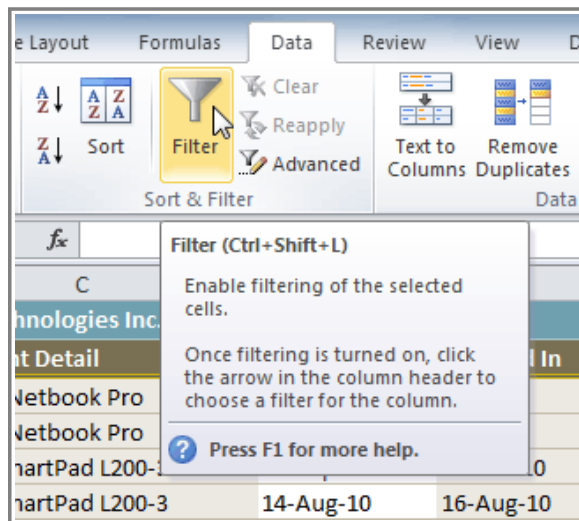
In this example, we will filter the contents of an equipment log at a technology company. We will display only the laptops and projectors that are available for check-out.

1. Begin with a worksheet that identifies each column using a header row.

|    | A  | B           | C                           | D                  |
|----|--|-------------|-----------------------------|--------------------|
| 1  | Equipment Log — Ragnar Technologies Inc. |             |                             |                    |
| 2  | <b>ID #</b>                              | <b>Type</b> | <b>Equipment Detail</b>     | <b>Checked Out</b> |
| 3  | 1011                                     | Laptop      | 10" Saris Netbook Pro       | 04-Oct-10          |
| 4  | 1012                                     | Laptop      | 10" Saris Netbook Pro       | 29-Sep-10          |
| 5  | 1021                                     | Laptop      | 15" EDI SmartPad L200-3     | 15-Sep-10          |
| 6  | 1022                                     | Laptop      | 15" EDI SmartPad L200-3     | 14-Aug-10          |
| 7  | 1023                                     | Laptop      | 15" EDI SmartPad L200-3     | 08-Aug-10          |
| 8  | 1025                                     | Laptop      | 15" EDI SmartPad L200-4X    | 26-Sep-10          |
| 9  | 1031                                     | Laptop      | 17" Saris X-10 Laptop       | 04-Oct-10          |
| 10 | 1032                                     | Laptop      | 17" Saris X-10 Laptop       | 19-Sep-10          |
| 11 | 1033                                     | Laptop      | 17" Saris X-10 Laptop       | 24-Sep-10          |
| 12 | 1034                                     | Laptop      | 17" Saris X-10 Laptop       | 25-Aug-10          |
| 13 | 2050                                     | Other       | EDI SmartBoard L500-1       | 05-Oct-10          |
| 14 | 2051                                     | Other       | EDI SmartBoard L500-1       | 01-Oct-10          |
| 15 | 3000                                     | Other       | Saris Lumina Digital Camera | 12-May-10          |

**Worksheet with header row**

2. Select the **Data** tab, and locate the **Sort & Filter** group.
3. Click the **Filter** command.



**Clicking the filter command**

4. Drop-down arrows will appear in the header of each column.
5. Click the **drop-down arrow** for the column you would like to filter. In this example, we will filter the Type column to view only certain types of equipment.

|   | A  | B      | C                       | D           |
|---|--|--------|-------------------------|-------------|
| 1 | Equipment Log — Ragnar Technologies Inc. |        |                         |             |
| 2 | ID #                                     | Type   | Equipment Detail        | Checked Out |
| 3 | 1011                                     | Laptop | 10" Core Netbook Pro    | 04-Oct-10   |
| 4 | 1012                                     | Laptop | Netbook Pro             | 29-Sep-10   |
| 5 | 1021                                     | Laptop | 15" EDI SmartPad L200-3 | 15-Sep-10   |
| 6 | 1022                                     | Laptop | 15" EDI SmartPad L200-3 | 14-Aug-10   |
| 7 | 1023                                     | Laptop | 15" EDI SmartPad L200-3 | 08-Aug-10   |

**Filtering a column**

- The **Filter** menu appears.
- Uncheck** the boxes next to the data you don't want to view. (You can uncheck the box next to **Select All** to quickly uncheck all.)
- Check** the boxes next to the data you do want to view. In this example, we will check Laptop and Projector to view only those types of equipment.

|    | A  | B     | C                            | D           |
|----|--|-------|------------------------------|-------------|
| 1  | Equipment Log — Ragnar Technologies Inc. |       |                              |             |
| 2  | ID #                                     | Type  | Equipment Detail             | Checked Out |
| 3  |  |       | ro                           | 04-Oct-10   |
| 4  |  |       | ro                           | 29-Sep-10   |
| 5  |  |       | 00-3                         | 15-Sep-10   |
| 6  |  |       | 00-3                         | 14-Aug-10   |
| 7  |  |       | 00-3                         | 08-Aug-10   |
| 8  |  |       | 00-4X                        | 26-Sep-10   |
| 9  |  |       | o                            | 04-Oct-10   |
| 10 |  |       | o                            | 19-Sep-10   |
| 11 |  |       | o                            | 24-Sep-10   |
| 12 |  |       | o                            | 25-Aug-10   |
| 13 |  |       | o-1                          | 05-Oct-10   |
| 14 |  |       | o-1                          | 01-Oct-10   |
| 15 |  |       | Camera                       | 12-May-10   |
| 16 |  |       | tal Camera                   | 27-Jul-10   |
| 17 |  |       | Camcorder                    | 06-Oct-10   |
| 18 |  |       | Printer II                   | 04-Aug-10   |
| 19 |  |       | ker                          | 13-Jun-10   |
| 20 |  |       | Travel Bag                   | 27-Jul-10   |
| 21 |  |       | top Case                     | 04-Oct-10   |
| 22 | 4905                                     | Other | 7N Heavy Rolling Laptop Case | 04-Oct-10   |
| 23 | 5020                                     | TV    | 32" Paragon 440 Plasma TV    | 11-Aug-10   |

**Selecting filter data**

- Click **OK**. All other data will be filtered, or temporarily hidden. Only laptops and projectors will be visible.

|    | A  | B         | C                        | D           |
|----|--|-----------|--------------------------|-------------|
| 1  | Equipment Log — Ragnar Technologies Inc. |           |                          |             |
| 2  | ID #                                     | Type      | Equipment Detail         | Checked Out |
| 3  | 1011                                     | Laptop    | 10" Saris Netbook Pro    | 04-Oct-10   |
| 4  | 1012                                     | Laptop    | 10" Saris Netbook Pro    | 29-Sep-10   |
| 5  | 1021                                     | Laptop    | 15" EDI SmartPad L200-3  | 15-Sep-10   |
| 6  | 1022                                     | Laptop    | 15" EDI SmartPad L200-3  | 14-Aug-10   |
| 7  | 1023                                     | Laptop    | 15" EDI SmartPad L200-3  | 08-Aug-10   |
| 8  | 1025                                     | Laptop    | 15" EDI SmartPad L200-4X | 26-Sep-10   |
| 9  | 1031                                     | Laptop    | 17" Saris X-10 Laptop    | 04-Oct-10   |
| 10 | 1032                                     | Laptop    | 17" Saris X-10 Laptop    | 19-Sep-10   |
| 11 | 1033                                     | Laptop    | 17" Saris X-10 Laptop    | 24-Sep-10   |
| 12 | 1034                                     | Laptop    | 17" Saris X-10 Laptop    | 25-Aug-10   |
| 26 | 6100                                     | Projector | Omega VisX 1.0           | 28-Sep-10   |
| 27 | 6101                                     | Projector | Omega VisX 1.0           | 26-Sep-10   |
| 28 | 6102                                     | Projector | Omega VisX 1.0           | 22-Aug-10   |

*Filtered worksheet*

Filtering options can also be found on the Home tab, condensed into the **Sort & Filter** command.

## To Add Another Filter:

Filters are additive, meaning you can use as many as you need to narrow down your results. In this example, we will work with a spreadsheet that has already been filtered to display only laptops and projectors. Now we will display only laptops and projectors that were checked out during the month of August.

1. Click the **drop-down arrow** where you would like to add a filter. In this example, we will add a filter to the Checked Out column to view information by date.
2. **Uncheck** the boxes next to the data you don't want to view. **Check** the boxes next to the data you do want to view. In this example, we will check the box next to August.

|    | A  | B         | C                | D           | E          |
|----|--|-----------|------------------|-------------|------------|
| 1  | Equipment Log — Ragnar Technologies Inc. |           |                  |             |            |
| 2  | ID #                                     | Type      | Equipment Detail | Checked Out | Checked In |
| 3  | 1011                                     | Laptop    | 10" S            |             |            |
| 4  | 1012                                     | Laptop    | 10" S            |             |            |
| 5  | 1021                                     | Laptop    | 15" E            |             | 01-Oct-10  |
| 6  | 1022                                     | Laptop    | 15" E            |             | 16-Aug-10  |
| 7  | 1023                                     | Laptop    | 15" E            |             | 15-Aug-10  |
| 8  | 1025                                     | Laptop    | 15" E            |             | 04-Oct-10  |
| 9  | 1031                                     | Laptop    | 17" S            |             |            |
| 10 | 1032                                     | Laptop    | 17" S            |             |            |
| 11 | 1033                                     | Laptop    | 17" S            |             | 26-Sep-10  |
| 12 | 1034                                     | Laptop    | 17" S            |             | 27-Aug-10  |
| 26 | 6100                                     | Projector | Ome              |             | 01-Oct-10  |
| 27 | 6101                                     | Projector | Ome              |             | 27-Sep-10  |
| 28 | 6102                                     | Projector | Ome              |             | 23-Aug-10  |
| 29 | 6200                                     | Projector | Saris            |             | 04-Sep-10  |
| 30 | 6301                                     | Projector | Saris            |             |            |
| 31 | 6302                                     | Projector | Saris            |             | 15-Sep-10  |
| 32 |  |           |                  |             |            |
| 33 |  |           |                  |             |            |
| 34 |  |           |                  |             |            |
| 35 |  |           |                  |             |            |

*Selecting filter data*

3. Click **OK**. In addition to the original filter, the new filter will be applied. The worksheet will be narrowed down even further.

|    | A  | B         | C                       | D           | E          |
|----|--|-----------|-------------------------|-------------|------------|
| 1  | Equipment Log — Ragnar Technologies Inc. |           |                         |             |            |
| 2  | ID #                                     | Type      | Equipment Detail        | Checked Out | Checked In |
| 6  | 1022                                     | Laptop    | 15" EDI SmartPad L200-3 | 14-Aug-10   | 16-Aug-10  |
| 7  | 1023                                     | Laptop    | 15" EDI SmartPad L200-3 | 08-Aug-10   | 15-Aug-10  |
| 12 | 1034                                     | Laptop    | 17" Saris X-10 Laptop   | 25-Aug-10   | 27-Aug-10  |
| 28 | 6102                                     | Projector | Omega VisX 1.0          | 22-Aug-10   | 23-Aug-10  |
| 32 |  |           |                         |             |            |

*Worksheet with two filters*

## To Clear a Filter:

1. Click the **drop-down arrow** in the column from which you want to clear the filter.
2. Choose **Clear Filter From...**

|    | A  | B         | C                | D                               | E          |
|----|--|-----------|------------------|---------------------------------|------------|
| 1  | Equipment Log — Ragnar Technologies Inc. |           |                  |                                 |            |
| 2  | ID #                                     | Type      | Equipment Detail | Checked Out                     | Checked In |
| 6  | 1022                                     | Laptop    | 15" E            | Sort Oldest to Newest           | 16-Aug-10  |
| 7  | 1023                                     | Laptop    | 15" E            | Sort Newest to Oldest           | 15-Aug-10  |
| 12 | 1034                                     | Laptop    | 17" S            | Sort by Color                   | 27-Aug-10  |
| 28 | 6102                                     | Projector | Ome              | Clear Filter From "Checked Out" | 23-Aug-10  |
| 32 |  |           |                  | Filter by Color                 |            |
| 33 |  |           |                  | Date Filters                    |            |
| 34 |  |           |                  | Search (All)                    |            |
| 35 |  |           |                  | (Select All)                    |            |
| 36 |  |           |                  | 2010                            |            |
| 37 |  |           |                  | August                          |            |
| 38 |  |           |                  | September                       |            |
| 39 |  |           |                  | October                         |            |
| 40 |  |           |                  |                                 |            |

*Clearing a filter*

3. The filter will be cleared from the column. The data that was previously hidden will be on display once again. To instantly clear all filters from your worksheet, click the **Filter** command on the Data tab.

## Advanced Filtering

### To Filter Using Search:

**Searching** for data is a convenient alternative to checking or unchecking data from the list. You can search for data that contains an exact phrase, number, or date, or a simple fragment. For example, searching for the exact phrase "Saris X-10 Laptop" will display only Saris X-10 Laptops. Searching for the word "Saris," however, will display Saris X-10 Laptops, and any other Saris equipment, including projectors, digital cameras, and more.

1. From the **Data** tab, click the **Filter** command.
2. Click the **drop-down arrow** in the column you would like to filter. In this example, we will filter the Equipment Detail column to view only a specific brand.
3. Enter the data you would like to view in the **Search** box. We will enter the word "Saris" to find all Saris brand equipment. The search results will appear automatically.

|    | A  | B     | C                            | D           |
|----|--|-------|------------------------------|-------------|
| 1  | Equipment Log — Ragnar Technologies Inc. |       |                              |             |
| 2  | ID #                                     | Type  | Equipment Detail             | Checked Out |
| 3  | 1011                                     |       |                              | 04-Oct-10   |
| 4  | 1012                                     |       |                              | 29-Sep-10   |
| 5  | 1021                                     |       |                              | 15-Sep-10   |
| 6  | 1022                                     |       |                              | 14-Aug-10   |
| 7  | 1023                                     |       |                              | 08-Aug-10   |
| 8  | 1025                                     |       |                              | 26-Sep-10   |
| 9  | 1031                                     |       |                              | 04-Oct-10   |
| 10 | 1032                                     |       |                              | 19-Sep-10   |
| 11 | 1033                                     |       |                              | 24-Sep-10   |
| 12 | 1034                                     |       |                              | 25-Aug-10   |
| 13 | 2050                                     |       |                              | 05-Oct-10   |
| 14 | 2051                                     |       |                              | 01-Oct-10   |
| 15 | 3000                                     |       |                              | 12-May-10   |
| 16 | 3005                                     |       |                              | 27-Jul-10   |
| 17 | 3070                                     |       |                              | 06-Oct-10   |
| 18 | 3800                                     |       |                              | 04-Aug-10   |
| 19 | 3900                                     |       |                              | 13-Jun-10   |
| 20 | 4800                                     |       |                              | 27-Jul-10   |
| 21 | 4900                                     |       |                              | 04-Oct-10   |
| 22 | 4905                                     | Other | 7N Heavy Rolling Laptop Case | 04-Oct-10   |

|  |
|--|
| Sort A to Z  |
| Sort Z to A  |
| Sort by Color  |
| Clear Filter From "Equipment Detail"                               |
| Filter by Color  |
| Text Filters   |
| <input type="text" value="saris"/>                                 |
| <input checked="" type="checkbox"/> (Select All Search Results)    |
| <input type="checkbox"/> Add current selection to filter           |
| <input checked="" type="checkbox"/> 10" Saris Netbook Pro          |
| <input checked="" type="checkbox"/> 17" Saris X-10 Laptop          |
| <input checked="" type="checkbox"/> Saris Lumina Digital Camera    |
| <input checked="" type="checkbox"/> Saris Lux T-80                 |
| <input checked="" type="checkbox"/> Saris Lux T-81 Lite            |
| <input checked="" type="checkbox"/> Saris Zoom Z-60 Digital Camera |
| <input checked="" type="checkbox"/> U-Go Saris DigiCam Printer II  |
| <input checked="" type="checkbox"/> U-Go Saris Label Maker         |

**Entering a search**

- Check** the boxes next to the data you want to display. We will display all the data that includes the brand name Saris.
- Click **OK**. The worksheet will be filtered according to your search term.

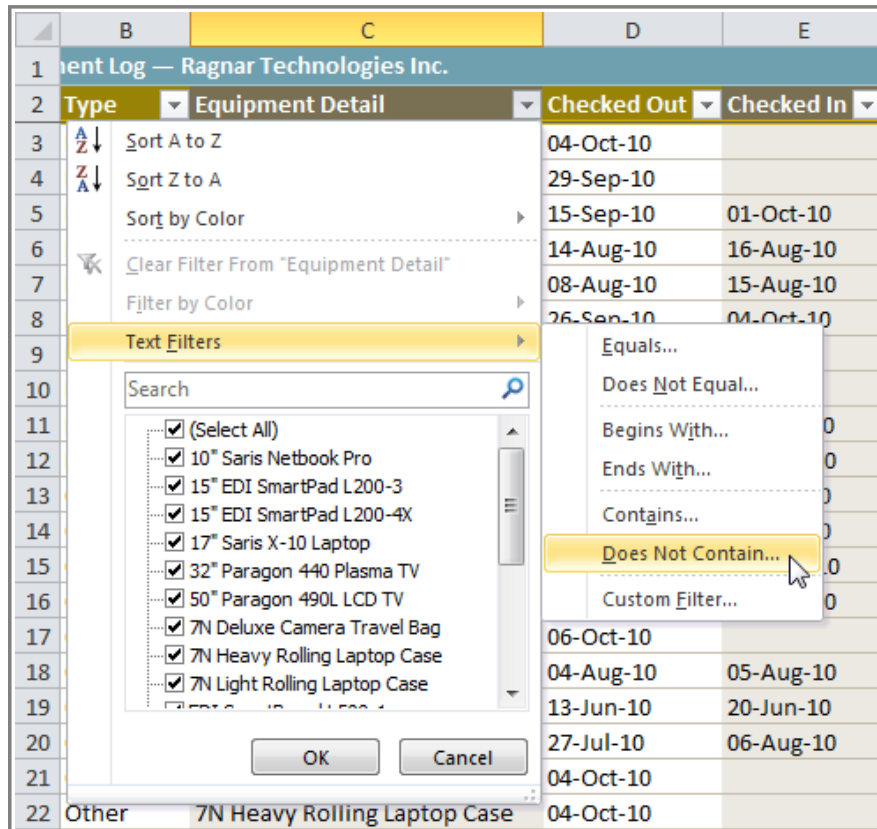
|    | A  | B         | C                              | D           |
|----|--|-----------|--------------------------------|-------------|
| 1  | Equipment Log — Ragnar Technologies Inc. |           |                                |             |
| 2  | ID #                                     | Type      | Equipment Detail               | Checked Out |
| 3  | 1011                                     | Laptop    | 10" Saris Netbook Pro          | 04-Oct-10   |
| 4  | 1012                                     | Laptop    | 10" Saris Netbook Pro          | 29-Sep-10   |
| 9  | 1031                                     | Laptop    | 17" Saris X-10 Laptop          | 04-Oct-10   |
| 10 | 1032                                     | Laptop    | 17" Saris X-10 Laptop          | 19-Sep-10   |
| 11 | 1033                                     | Laptop    | 17" Saris X-10 Laptop          | 24-Sep-10   |
| 12 | 1034                                     | Laptop    | 17" Saris X-10 Laptop          | 25-Aug-10   |
| 15 | 3000                                     | Other     | Saris Lumina Digital Camera    | 12-May-10   |
| 16 | 3005                                     | Other     | Saris Zoom Z-60 Digital Camera | 27-Jul-10   |
| 18 | 3800                                     | Other     | U-Go Saris DigiCam Printer II  | 04-Aug-10   |
| 19 | 3900                                     | Other     | U-Go Saris Label Maker         | 13-Jun-10   |
| 29 | 6200                                     | Projector | Saris Lux T-80                 | 01-Sep-10   |
| 30 | 6301                                     | Projector | Saris Lux T-81 Lite            | 10-Sep-10   |
| 31 | 6302                                     | Projector | Saris Lux T-81 Lite            | 08-Sep-10   |
| 32 |  |           |                                |             |

**Worksheet filtered using Search**

## To Use Advanced Text Filters:

**Advanced text filters** can be used to display more specific information, such as cells that contain a certain number of characters, or data that does *not* contain a word you specify. In this example, we will use advanced text filters to hide any equipment that is related to cameras, including digital cameras, camcorders, and more.

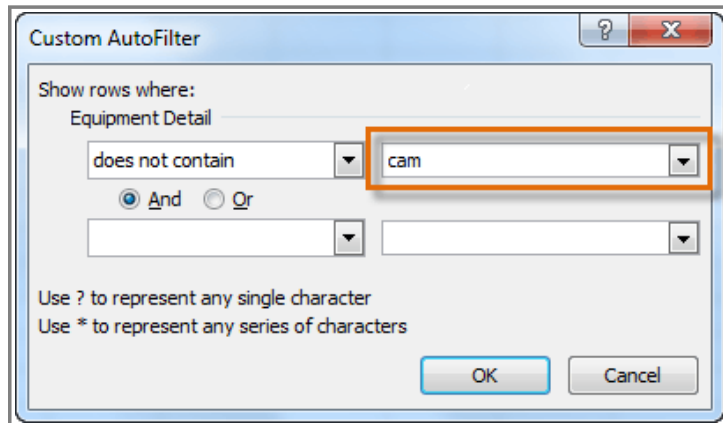
1. From the **Data** tab, click the **Filter** command.
2. Click the **drop-down arrow** in the column of **text** that you would like to filter. In this example, we will filter the Equipment Detail column to view only certain kinds of equipment.
3. Choose **Text Filters** to open the advanced filtering menu.
4. Choose a **filter**. In this example, we will choose **Does Not Contain** to view data that does not contain the text we specify.



*Selecting a text filter*

5. The **Custom AutoFilter** dialog appears.
6. Enter your **text** to the right of your filter. In this example, we will enter "cam" to view data that does not contain those letters. That will exclude any equipment related to cameras, such as digital **cameras**, **camcorders**, **camera bags**, and the **digicam** printer.





*Entering filter text*

7. Click **OK**. The data will be filtered according to the filter you chose and the text you specified.

## To Use Advanced Date Filters:

**Advanced date filters** can be used to view information from a certain time period, such as last year, next quarter, between two dates, and more. Excel automatically knows your current date and time, making this tool very easy to use. In this example, we will use advanced date filters to view only the equipment that has been checked out this week.

1. From the **Data** tab, click the **Filter** command.
2. Click the **drop-down arrow** in the column of **dates** that you would like to filter. In this example, we will filter the Checked Out column to view only a certain range of dates.
3. Choose **Date Filters** to open the advanced filtering menu.
4. Click a **filter**. We will choose This Week to view equipment that has been checked out this week.

|    | C                            | D           | E          | F              |
|----|------------------------------|-------------|------------|----------------|
| 1  | Ragnar Technologies Inc.     |             |            |                |
| 2  | Equipment Detail             | Checked Out | Checked In | By Whom        |
| 3  | 10" S                        |             |            | Jay Peralta    |
| 4  | 10" S                        |             |            | August Zorn    |
| 5  | 15" E                        |             | 01-Oct-10  | Sofie Ragnar   |
| 6  | 15" E                        |             | 16-Aug-10  | Hank Sorenson  |
| 7  | 15" E                        |             | 15-Aug-10  | Jennifer Weiss |
| 8  | 15" E                        |             | 04-Oct-10  | Min Seung      |
| 9  | 17" S                        |             |            |                |
| 10 | 17" S                        |             |            |                |
| 11 | 17" S                        |             |            |                |
| 12 | 17" S                        |             |            |                |
| 13 | EDI S                        |             |            |                |
| 14 | EDI S                        |             |            |                |
| 15 | Saris                        |             |            |                |
| 16 | Saris                        |             |            |                |
| 17 | Ome                          |             |            |                |
| 18 | U-Gc                         |             |            |                |
| 19 | U-Gc                         |             |            |                |
| 20 | 7N D                         |             |            |                |
| 21 | 7N Li                        |             |            |                |
| 22 | 7N Heavy Rolling Laptop Case | 04-Oct-10   |            |                |

*Selecting a date filter*

5. The worksheet will be filtered according to the date filter you chose.

|    | C                            | D           | E          | F               |
|----|------------------------------|-------------|------------|-----------------|
| 1  | Ragnar Technologies Inc.     |             |            |                 |
| 2  | Equipment Detail             | Checked Out | Checked In | By Whom         |
| 3  | 10" Saris Netbook Pro        | 04-Oct-10   |            | Jay Peralta     |
| 9  | 17" Saris X-10 Laptop        | 04-Oct-10   |            | Nick Ortiz      |
| 13 | EDI SmartBoard L500-1        | 05-Oct-10   | 06-Oct-10  | Anthony Liddell |
| 17 | Omega PixL Digital Camcorder | 06-Oct-10   |            | Min Seung       |
| 21 | 7N Light Rolling Laptop Case | 04-Oct-10   |            | Jay Peralta     |
| 22 | 7N Heavy Rolling Laptop Case | 04-Oct-10   |            | Nick Ortiz      |
| 32 |                              |             |            |                 |

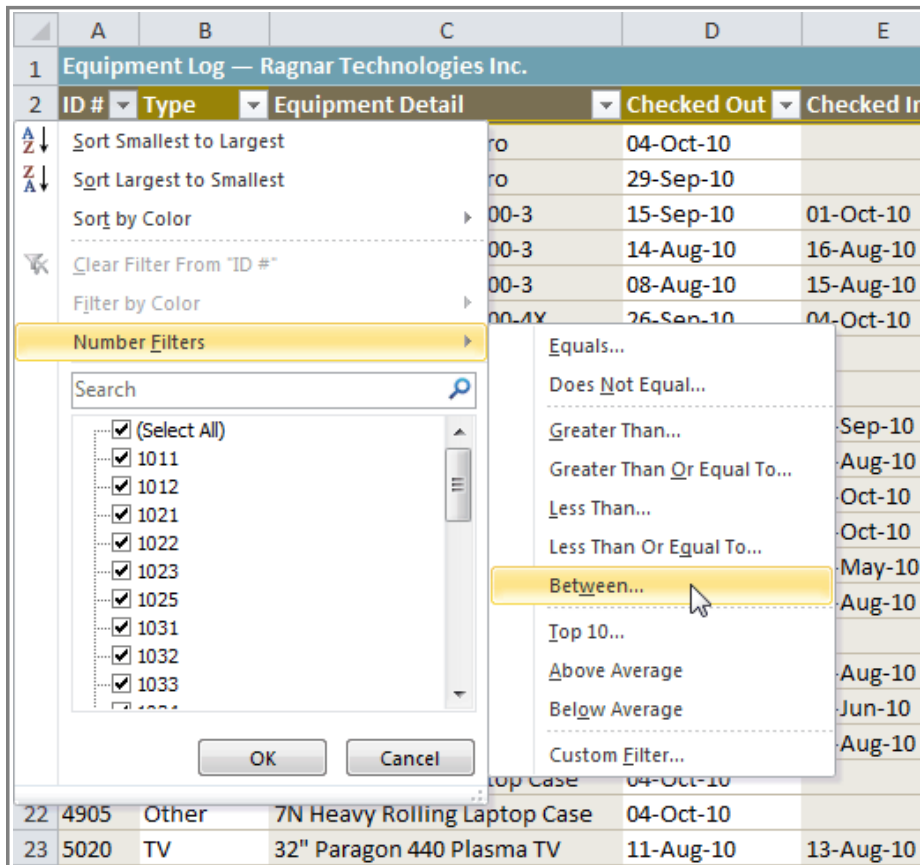
*Worksheet filtered by date*

## To Use Advanced Number Filters:

**Advanced number filters** allow you to manipulate numbered data in many different ways. For example, in a worksheet of exam grades, you could display the top and bottom numbers to view the highest and lowest scores. In this example, we will display only certain kinds of equipment based on the range of ID #s that have been

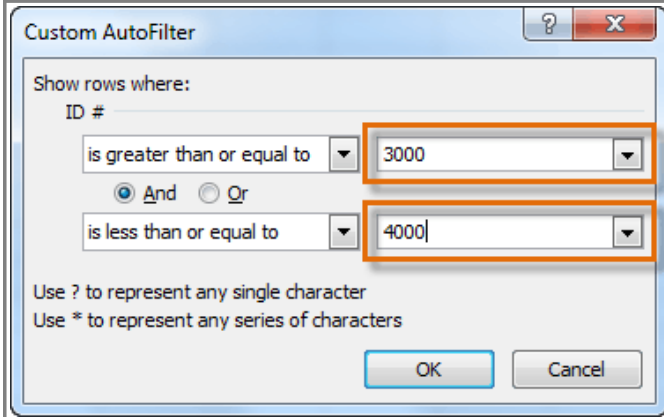
assigned to them.

1. From the **Data** tab, click the **Filter** command.
2. Click the **drop-down arrow** in the column of **numbers** that you would like to filter. In this example, we will filter the ID # column to view only a certain range of ID #s.
3. Choose **Number Filters** to open the advanced filtering menu.
4. Choose a **filter**. In this example, we will choose Between to view ID #s between the numbers we specify.



**Selecting a number filter**

5. Enter a **number** to the right of each filter. In this example, we will view ID #s greater than or equal to 3000, but less than or equal to 4000. That will display ID #s in the 3000-4000 range.



*Entering filter numbers*

6. Click **OK**. The data will be filtered according to the filter you chose and the numbers you specified.

|    | A  | B     | C                              | D           |
|----|--|-------|--------------------------------|-------------|
| 1  | Equipment Log — Ragnar Technologies Inc. |       |                                |             |
| 2  | ID #                                     | Type  | Equipment Detail               | Checked Out |
| 15 | 3000                                     | Other | Saris Lumina Digital Camera    | 12-May-10   |
| 16 | 3005                                     | Other | Saris Zoom Z-60 Digital Camera | 27-Jul-10   |
| 17 | 3070                                     | Other | Omega PixL Digital Camcorder   | 06-Oct-10   |
| 18 | 3800                                     | Other | U-Go Saris DigiCam Printer II  | 04-Aug-10   |
| 19 | 3900                                     | Other | U-Go Saris Label Maker         | 13-Jun-10   |
| 32 |  |       |                                |             |

*Worksheet filtered by number*

## Challenge!



1. Open an existing Excel workbook. If you want, you can use this [example](#).
2. Filter a column of data. If you are using the example, filter the Type column so it displays only laptops and "other" equipment.
3. Add another filter by searching for the data you want. If you are using the example, search for EDI brand equipment in the Item Description column.
4. Clear both filters.
5. Use an advanced text filter to view data that does not contain a certain word or phrase. If you are using the example, display data that does not contain the word "cam." (This should exclude any camera-related equipment, such as digital cameras and the camcorder.)
6. Use an advanced date filter to view data from a certain time period. If you are using the example, display only the equipment that was checked out last month.

7. Use an advanced number filter to view numbers less than a certain amount. If you are using the example, display all ID #s below 3000.