

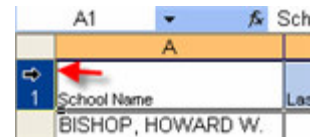
FILTERING DATA

Filtering is different from sorting in that it displays only specified data request regardless of order. It is slightly more complex.

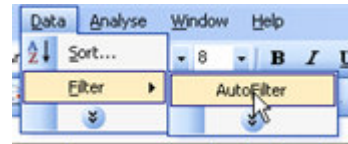
Turning on the filters

1. First you must activate the automatic filtering tools. Unlike sorting, to filter, you should have a definite header row. The header row will give names to the data in the columns below (i.e., lastname, firstname, address, etc.)
2. If your columns do not have header names, Excel will define which row you select to become the header row, resulting in a possible omission in the filtered data.

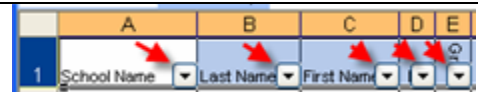
3. Select the header row by clicking on the row number at the left of the worksheet.



4. Go to **Data** on the top menu. From the drop down box, go down to **Filter**. This will open an additional submenu. From this option click on **Autofilter**.



5. You will now see drop-down arrows in each cell of the header.



Using filters

To begin using a filter, click on the drop down arrow on the column header by which you want to sort.



Notice that you can sort data on your spreadsheet from the Autofilter function. These options work the same here as they do by using the sorting mechanism by itself, i.e., presenting the results in either ascending or descending order. Unlike the sorting function, you can only sort on a single column using the autofilter function.



By selecting **All**, you display all the data in the column with no filtering taking place. Choosing **All** is your primary means of turning a filter off after you are finished using the filtered data.



Top 10 works on numbers and dates only. It can be used to select the top (or bottom) numbers in a list. It is not limited to 10,

If you select Top 10... an additional window opens, where you can change to top or bottom or vary the number of selections.

For example, you can choose to view the top 25 GPAs in your school or students with the highest number of absences.



Custom filtering is very powerful. It allows you to filter on multiple parameters and ranges within the parameters.



At the bottom of the filtering list each distinct individual data element in the column is listed. In the example at the left that filters for Race, each available is listed. This is an easy method for viewing students of a particular race.

*Note: Filters are cumulative. For example, if you filter first by race and select Asian, then filter by sex and choose male, the results will display only Asian males. If your intent was to view all males, you will need to go to race and select **All**, i.e., turn that filter off.*