Filtering data in Excel 2007

Basic AutoFilter:

Filtering data in Excel is especially helpful when working with large lists and you are looking for specific information. The Filter option in Excel allows you to create smaller lists from one big list, displaying only the rows that meet the criteria that you specify without deleting your information or making you go through each individual piece of information and pulling out the specific information you need.

1. To perform a filter of data in Excel, select the Filter button under the Data tab.

2. When you click on the Filter button, drop down arrows appear next to each label or column heading.

3. To filter the data, click on the appropriate drop down arrow and select the type of filtering you want perform. In our example we are finding all the customers that live in the North Region. To perform the filter, click on the REGION drop down arrow and check only the North box. We have now found only the customers that live in the North region, but there is still a lot of data to sift through. We can perform another filter to narrow our search even more.
4. When filtering information, you can perform more than one filter allowing you to narrow your search even more. To perform another filter, click on the appropriate drop down arrow in a different column, and select the type of filtering you want to perform. In our example we want to find our customers who also own a house and have a 2 or 3 family households. First click on the RENT VS. OWN drop down arrow and check only the OWN box. Next, click on the NUM HOUSEHOLD drop down arrow and check only the 2 and 3 boxes.

You have now created a list of customers living in the North region that own their house and have a household containing 2 or 3 people by only using three filters.

5. To remove the filters and return back to your original list of data, click once again on the Filter button under the Data tab.