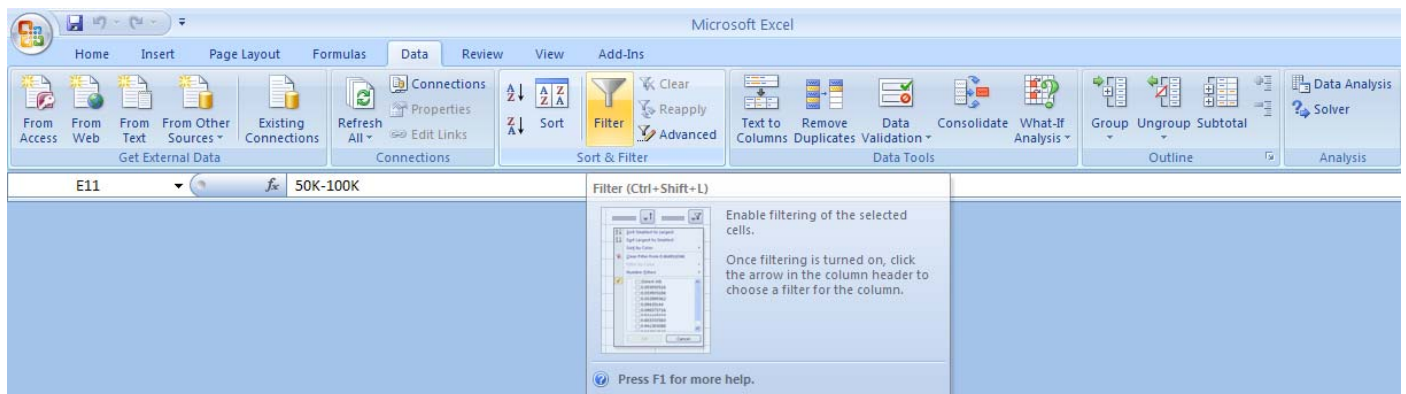


Filtering data in Excel 2007

Basic AutoFilter:

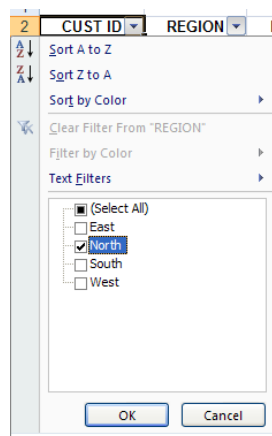
Filtering data in excel is especially helpful when working with large lists and you are looking for specific information. The Filter option in Excel allows you to create smaller lists from one big list, displaying only the rows that meet the criteria that you specify without deleting your information 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.

	A	B	C	D	E	F	G	H
1								
2	CUST ID	REGION	RENT VS. OWN	NUM HOUSEHOLD	ANNUAL INCOME	TOTAL PURCHASES	NUM PURCHASES	
3	1	North	Own	1	10K-25K	\$ 38	1	
4	2	South	Own	4	100K+	\$ 30	4	



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.

- 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.

NT VS. OWN ☒ NUM HOUSEHOLD ☒

Sort Smallest to Largest
Sort Largest to Smallest
Sort by Color

Clear Filter From "NUM HOUSEHOLD"

Filter by Color

Number Filters

☒ (Select All)

☐ 1
☒ 2
☒ 3
☐ 4
☐ 5
☐ 6
☐ 7

OK Cancel

	A	B	C	D	E	F	G
1							
2	CUST ID	REGION	RENT VS. OWN	NUM HOUSEHOLD	ANNUAL INCOME	TOTAL PURCHASES	NUM PURCHASES
75	73	North	Own	3	50K-100K	\$ 119	9
93	91	North	Own	2	100K+	\$ 144	10
114	112	North	Own	2	50K-100K	\$ 155	5
130	128	North	Own	2	25K-50K	\$ 56	10
139	137	North	Own	2	50K-100K	\$ 31	9
190	188	North	Own	2	25K-50K	\$ 28	4
193	191	North	Own	2	50K-100K	\$ 30	8
242	240	North	Own	3	10K-25K	\$ 61	4
281	279	North	Own	2	100K+	\$ 85	10
294	292	North	Own	3	25K-50K	\$ 99	9
315	313	North	Own	3	100K+	\$ 24	8
328	326	North	Own	3	50K-100K	\$ 28	5
340	338	North	Own	3	50K-100K	\$ 84	3
344	342	North	Own	3	10K-25K	\$ 19	9
359	357	North	Own	3	50K-100K	\$ 145	10
364	362	North	Own	3	25K-50K	\$ 149	7
376	374	North	Own	2	100K+	\$ 20	3
391	389	North	Own	3	100K+	\$ 19	4
414	412	North	Own	2	50K-100K	\$ 19	3
416	414	North	Own	2	25K-50K	\$ 149	4
450	448	North	Own	3	100K+	\$ 59	7
463	461	North	Own	2	50K-100K	\$ 44	2
479	477	North	Own	2	25K-50K	\$ 59	4
490							

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