MASSEY UNIVERSITY

AutoFilter

Microsoft Excel 2007

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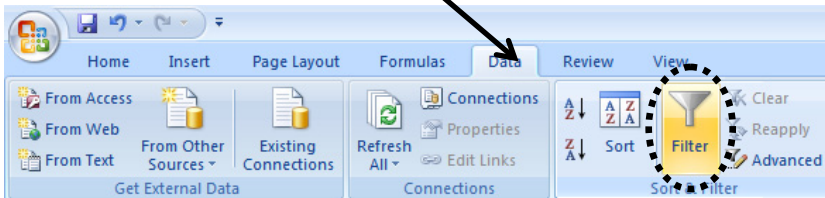
Applying auto filter

1. Highlight the row heading

	A	B	C	D	E	
1	ID	Firstname	Lastname	Address	City	
2	1 Nora	Albert		193 La Jolla	Hollywood	
3	2 Yvonne	Anders		01 E Orange	Anaheim	
4	3 H. R.	Baker		331 Harbor Se	Laguna Niguel	
5	4 Raymond	Blue		13 W. Miller	Costa Mesa	

> Tip:
> Click on the row number with your mouse

2. **Data > Filter**

3. Drop down arrow appears on each heading.

	A	B	C	D	E	
1	ID	Firstnam	Lastnam	Address	City	
2	1 Nora	Albert		193 La Jolla	Hollywood	
3	2 Yvonne	Anders		01 E Orange	Anaheim	

Using auto filter

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

Click here

Then, choose an item to filter, e.g., Hollywood

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

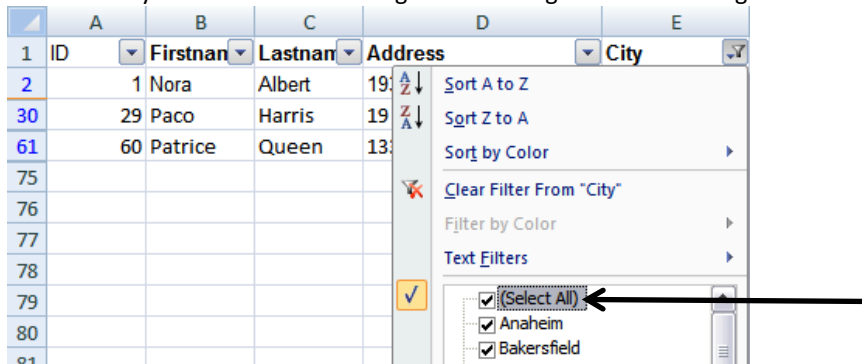NOTICE: The row number is non-sequential and in blue because the other data is still there and just hiding.
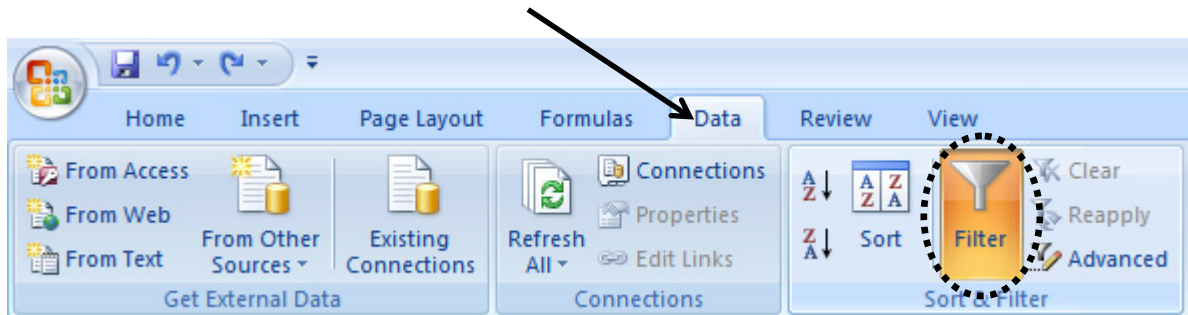
Selecting all records

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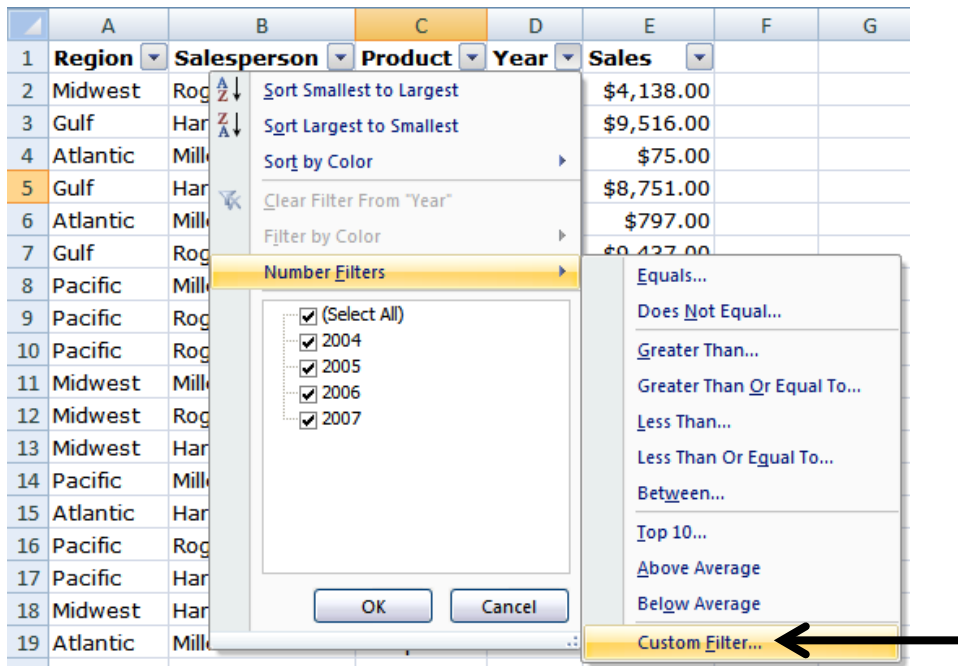

Removing auto filter

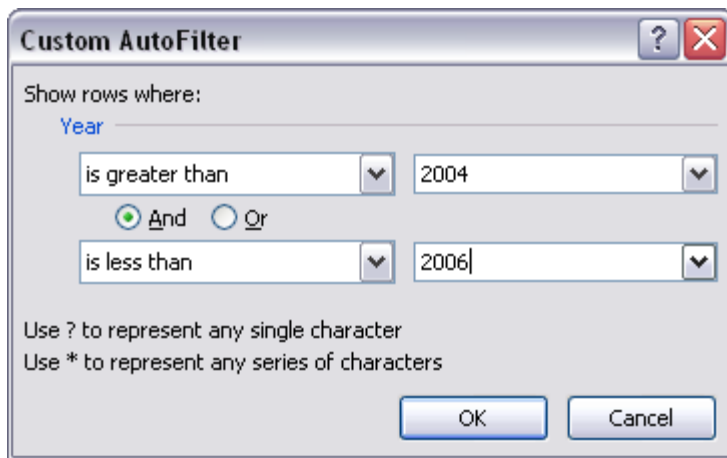1. Click on **Data** > **Filter**

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.