

AutoFilter

Microsoft Excel 2007

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

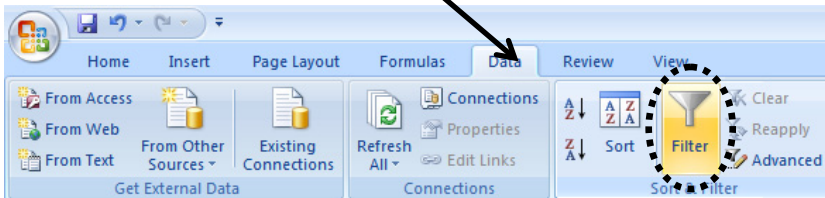
Applying auto filter

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	▼ Firstnan	▼ Lastnan	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

	A	B	C	D	E
1	ID	▼ Firstnan	▼ Lastnan	Address	▼ City
2	1	Nora	Albert	193	Sort A to Z
3	2	Yvonne	Anders	01	Sort Z to A
4	3	H. R.	Baker	33	Sort by Color
5	4	Raymond	Blue	13	Clear Filter From "City"
6	5	Arthur	Brand	89	Filter by Color
7	6	Claire	Brewer	81	Text Filters
8	7	Amy	Butler	98	(Select All)
9	8	Chris	Butler	87	<input type="checkbox"/> Anaheim
10	9	Jonathan	Butler	54	<input type="checkbox"/> Bakersfield
11	10	Rebecca	Butler	27	<input type="checkbox"/> Bloominton
12	11	Carmen	Campbell	88	<input type="checkbox"/> Carson City
13	12	Alexander	Campbell	59	<input type="checkbox"/> Cheyenne
14	13	Luann	Campbell	43	<input checked="" type="checkbox"/> Costa Mesa
15	14	Wendy	Campbell	12	<input checked="" type="checkbox"/> Hollywood
16	15	Don	Chun	77	<input type="checkbox"/> Irvine
17	16	George	Como	37	<input type="checkbox"/> Knoxville
18	17	Carole	Cooke	87	<input type="checkbox"/> Lafayette
19	18	Fredricka	Cooke	57	

Click here

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

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



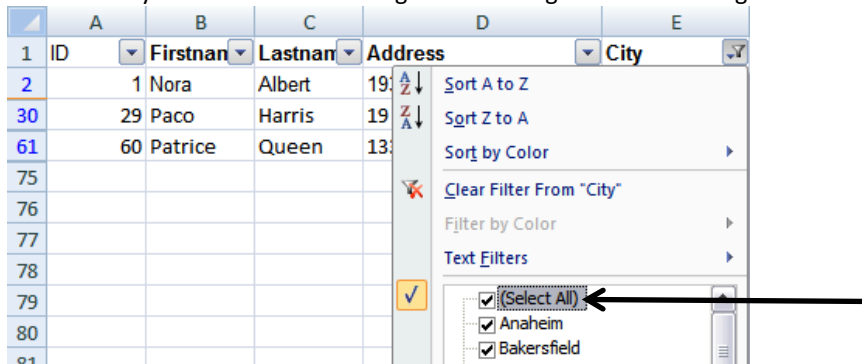
	A	B	C	D	E
1	ID	Firstnan	Lastnan	Address	City
2	1	Nora	Albert	193 La Jolla	Hollywood
30	29	Paco	Harris	19 Pch	Hollywood
61	60	Patrice	Queen	1339 Sunset #	Hollywood



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

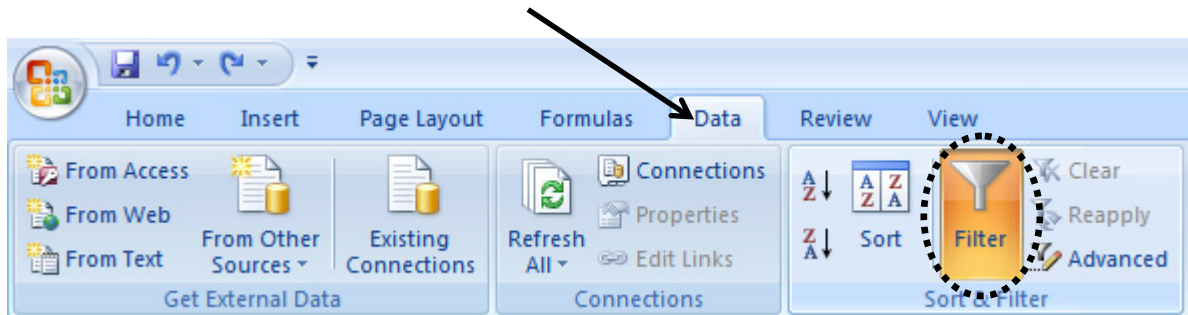
Selecting all records

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

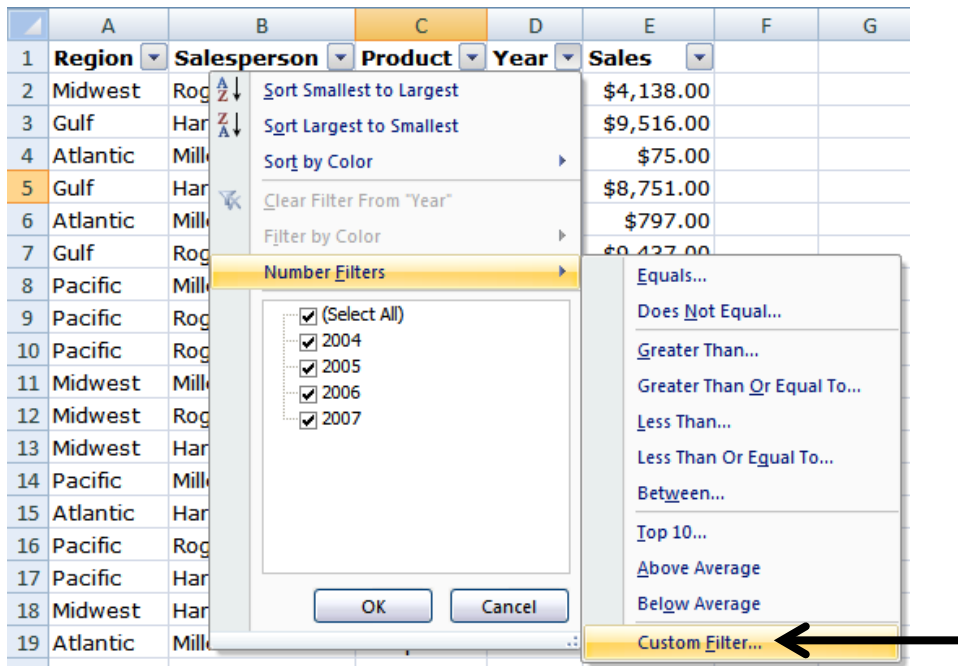
1. Click on **Data > Filter**



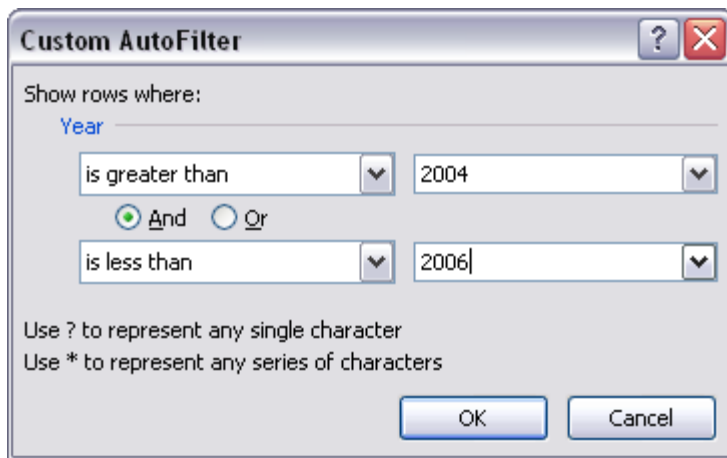
2. Done!

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.

	A	B	C	D	E
1	Region	Salesperson	Product	Year	Sales
2	Midwest	Rogers	Computers	2005	\$4,138.00
3	Gulf	Harrison	Printers	2005	\$9,516.00
4	Atlantic	Miller	Computers	2005	\$75.00
5	Gulf	Harrison	Computers	2005	\$8,751.00
6	Atlantic	Miller	Printers	2005	\$797.00
7	Gulf	Rogers	Printers	2005	\$9,437.00
8	Pacific	Miller	Computers	2005	\$7,191.00
9	Pacific	Rogers	Computers	2005	\$8,076.00
10	Pacific	Rogers	Computers	2005	\$8,165.00