Data - Auto Filter

Microsoft Excel

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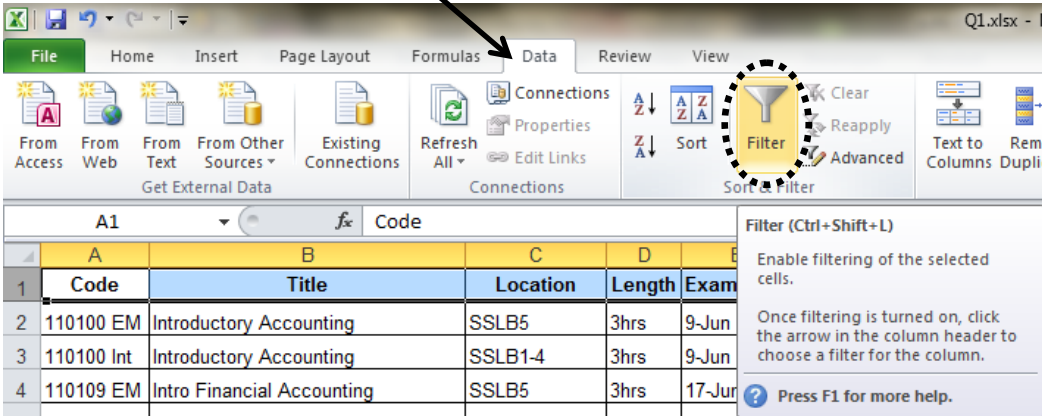
Applying auto filter

1. Highlight the row heading

2. **Data** > **Filter** > **AutoFilter**
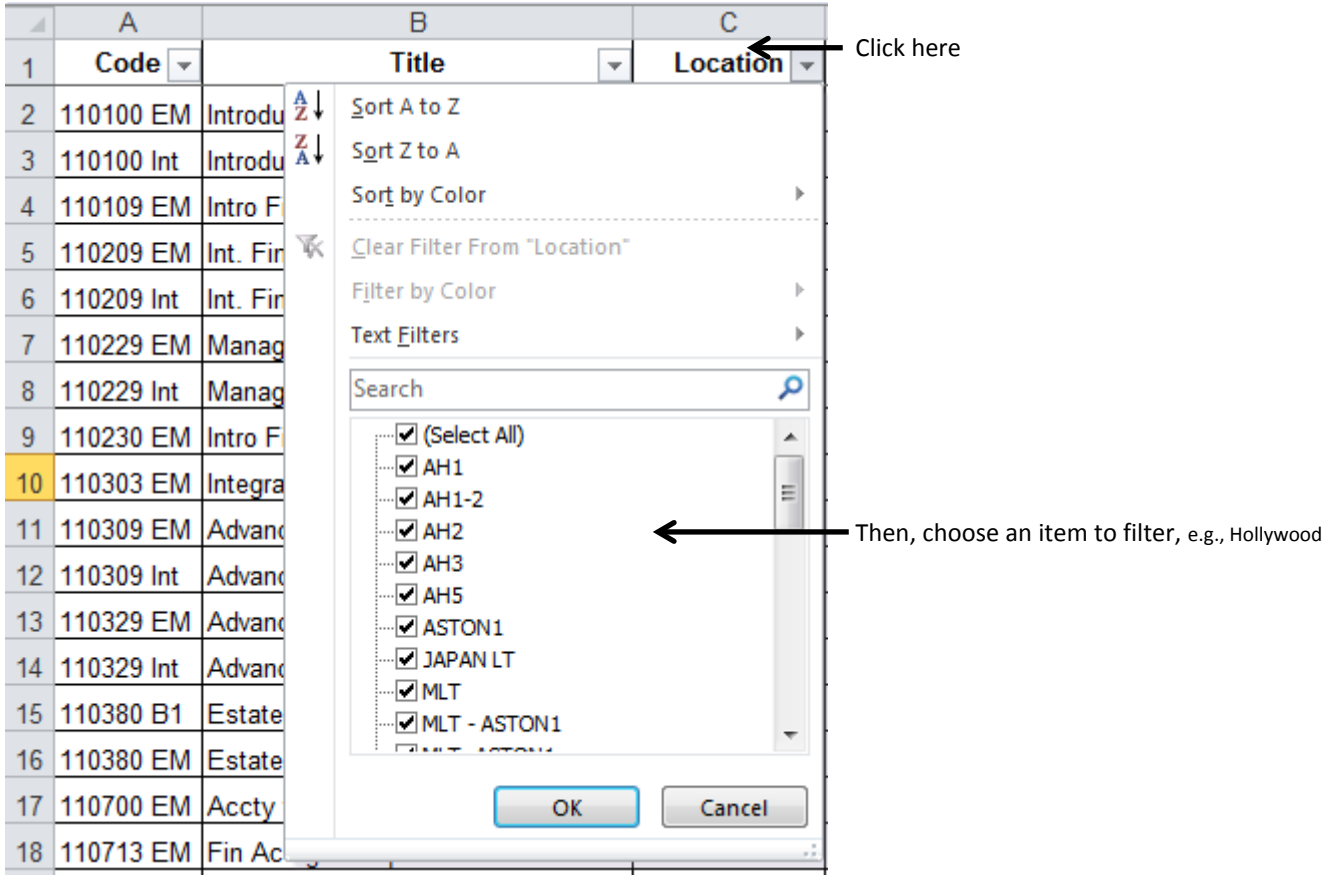
3. Drop down arrow appears on each heading.

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

	A	B	C	D	E	F
1	Code	Title	Location	Leng	Exam Da	am/p
152	139242 Int	Medieval Worlds	JAPAN LT	3hrs	17-Jun	pm
212	148113 EM	Early Medieval England	JAPAN LT	3hrs	13-Jun	pm
219	149151 Int	Intro to Hist Mod Warfare	ASTON1	3hrs	17-Jun	pm
268	152214 EM	Sport Coaching: Mgmt & Ldrshp	JAPAN LT	3hrs	16-Jun	pm
269	152214 Int	Sport Coaching: Mgmt & Ldrshp	JAPAN LT	3hrs	16-Jun	pm

NOTICE: The row number is non-sequential and in blue because 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
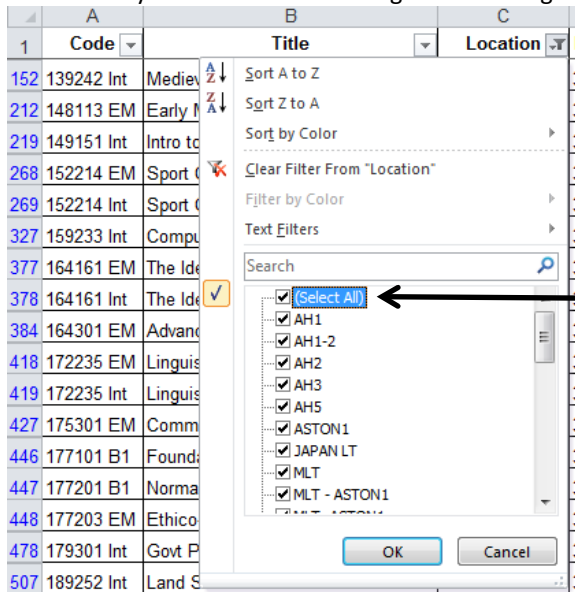
Removing auto filter
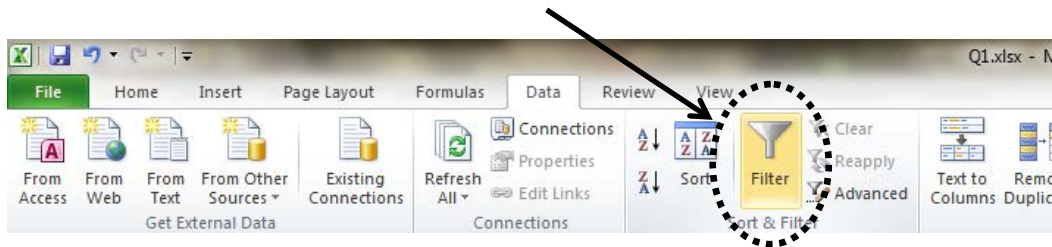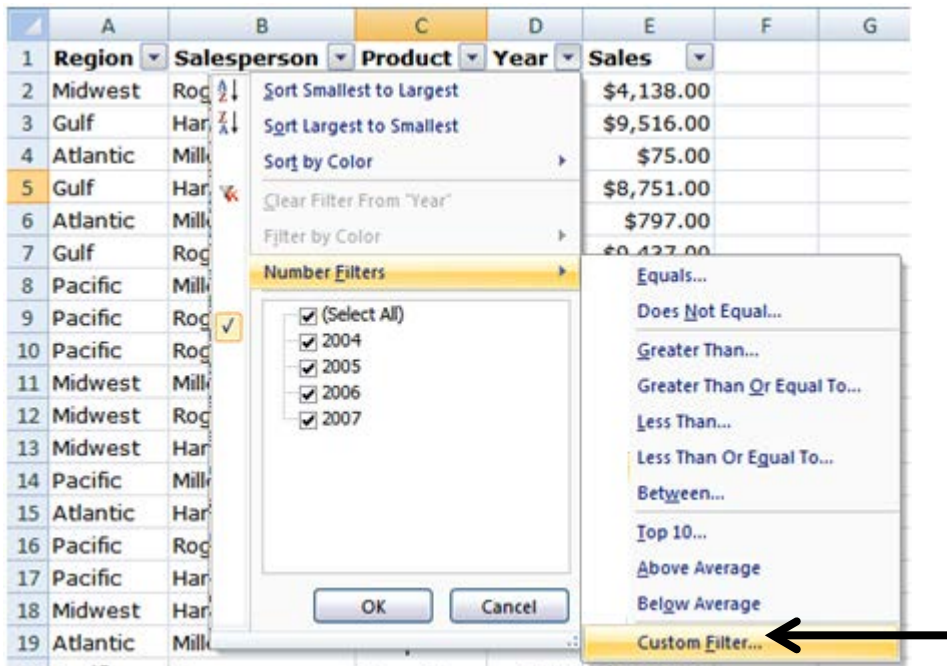
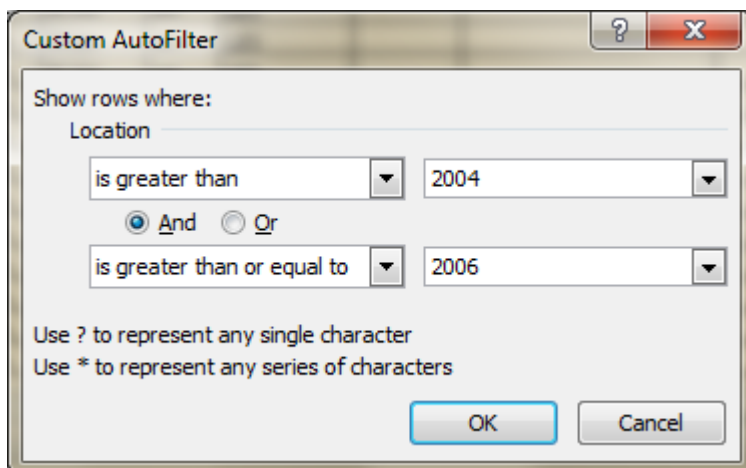1. Click on **Data** > **Filter**

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