



## QUICKSTEPS

### REMOVING FILTERS

What happened to my data? Nothing, actually. When you apply filters, your data doesn't permanently disappear. Filtering only hides data that doesn't fit the criteria you select. You can return to the view of your data before you applied a filter.

#### REMOVE A FILTER FROM A COLUMN

1. Click the **AutoFilter** down arrow next to the column heading.
2. Click **Clear Filter From *columnname***.

#### REMOVE FILTERS FROM ALL COLUMNS IN A RANGE OR TABLE

In the Data tab Sort & Filter group, click **Clear**. Filters are removed from the data, although AutoFilter down arrows are retained in the column headers.



#### TURN OFF AUTOFILTER

In the Data tab Sort & Filter group, click **Filter**. AutoFilter is turned off, and the AutoFilter down arrows are removed from column headers.



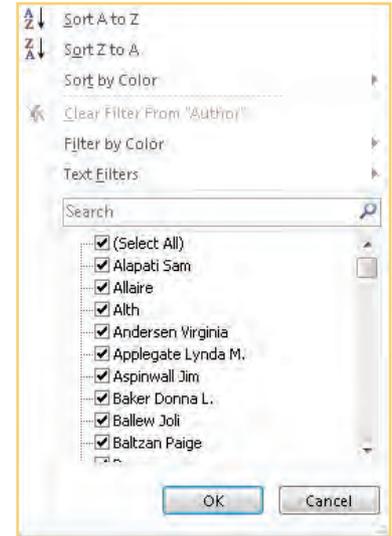
## TIP

You can apply filters to only one range or table on a worksheet at a time, but you can apply filters to more than one column in a range or table. Actually, you can nest filters by filtering on multiple columns, similar to sorting. For example, you could filter a table of books by category and then filter that list by author, displaying only those books by a given author with a certain category.

## Create an AutoFilter

Filtering data allows you to quickly hide potentially thousands of rows (records) of data that you don't need at the moment so that only those rows of data that you want to see are displayed. The quickest and easiest way to filter data is to have Excel add AutoFilter to your column headings.

1. Click a cell in the range or table where you want to filter data.
2. If AutoFilter down arrows are not to the right of each column heading, in the Data tab Sort & Filter group, click **Filter** to add them.
3. Click the **AutoFilter** down arrow in the column that contains the values to which you want to apply a filter.
4. Decide what you want to filter from the menu, and follow the appropriate steps in the following sections.



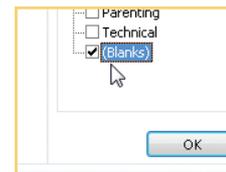
### FILTER BY COLUMN VALUES

1. On the Filter menu, click **Select All** in the values list to remove the check marks next to all values in the column.
2. Select the values whose rows you want to display. Click **OK**.

### FILTER BY EMPTY CELLS

The Blanks option is only displayed if the column has at least one blank cell.

1. On the Filter menu, click **Select All** to remove the check marks next to all values in the column.
2. Select **(Blanks)** at the bottom of the values list. Click **OK**.





## TIP

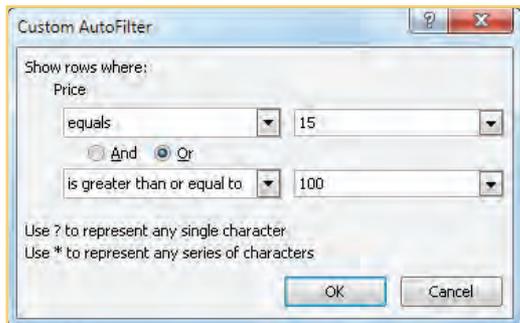
Sorting options are also available on the AutoFilter menu. In fact, columns that are sorted show an indicator in their AutoFilter buttons (select a sorted column, and click **Clear** in the Sort & Filter group to remove the sort indicator).

	A
1	ISBN-10/13
2	0070194351



## NOTE

You can also filter columns that contain text and dates instead of numeric values. These filters have their own set of quick filter criteria you can choose from.



## FILTER BY CELL FILL

The Filter By Color option is available in columns that have at least one cell filled with a color or texture.

On the Filter menu, click **Filter By Color**, and click the color you want to filter by.

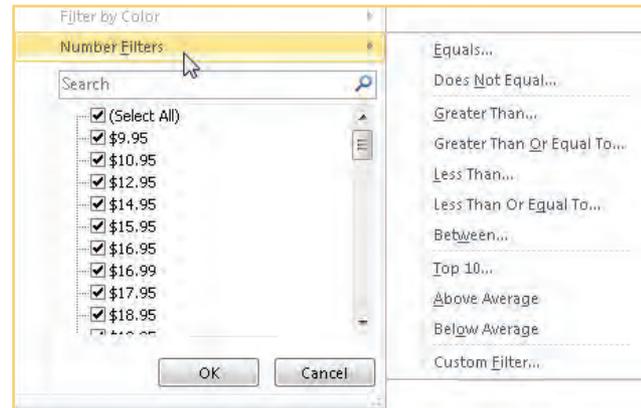
–Or–

Click **No Fill** to display only those rows that do not have a fill.

## FILTER BY NUMERIC VALUES

Excel provides several “quick” criteria you can choose from to quickly filter your data (most of these options simply open the Custom Filter dialog box prefilled with the criteria you chose).

1. On the Filter menu, click **Number Filters**. A list of criteria options is displayed.



2. Click the comparison you want to filter by, type or select a value, and click **OK**. (Clicking **Above Average** or **Below Average** immediately performs the filter; clicking **Top 10** opens a dialog box, where you can filter for top or bottom values or percentages.) Figure 8-12 shows a filter on a book table of prices between \$10 and \$15.

–Or–

1. Click **Custom Filter** at the bottom of the Numeric Filters submenu to display the Custom AutoFilter dialog box, where you can add a second comparison to the criteria.

Filtered column indicator

Rows maintain original numbering

	A	B	C	D	E	F
	ISBN-10/13	Category	Title	Author	Pub Date	Price
1						
4	0070380686	Education	Sch Intro To Music	Pen	1991	\$ 14.95
8	0071346082	Parenting	Coaching Youth Soccer	Clark	1990	\$ 14.95
18	0071418717	Business	Hope Is Not A Strategy Pb	Page	2003	\$ 14.95
19	0071421947	Business	50 High Impact Speeches & Re	Kador	2004	\$ 14.95
22	0071428488	Education	Easy French Reader, 2/E	R. De Roussy	2003	\$ 10.95
30	007146252X	Business	What The Best Ceo's Know	Krames	2005	\$ 14.95
44	0809223406	Business	Getting Your Foot In The Doo	Sullivan	2001	\$ 12.95
50	9780071461511	Computers	Ty Php W/Mysql W/Mysql	Mcbride Nat	2005	\$ 12.95
63	9780071490870	Computers	Ty Compu For The Over 50s	Reeves Bob	2007	\$ 12.95
99	9780071598415	Computers	Ty Basic Mac Skills	Lawton Rod	2008	\$ 12.95
186	Total			10		\$ 137.50

Figure 8-12: A numeric filter displays only the range of values you specify.

## TIP

Perhaps the fastest way to filter is to simply search for the rows/records that contain the text or number you are interested in. Click the **AutoFilter** indicator in the column where your search value is located, and on the Filter menu, type your search value in the Search box. An AutoComplete function starts to narrow matching values below the Search box that contain the letters or numbers you type. Click **OK** when the value(s) have narrowed to the range you want.

2. Click the first comparison operator down arrow, and select an operator. Type or select the value you want the operator to act upon. (See “Use Wildcards in Criteria” later in the chapter for information on using wildcards to represent single or multiple characters.)
3. Click **And** or **Or** to apply a logic operator.
4. Click the second comparison down arrow, select an operator, and then type or select its corresponding value.
5. Click **OK** when finished.