



Introduction to Filtering Data

Use IT+

Introduction

If your worksheet contains a lot of content, it can be difficult to find information quickly. Filters can be used to narrow down the data in your worksheet, allowing you to view only the information you need.

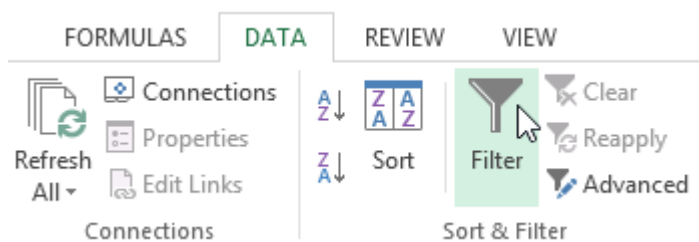
To filter data:


In our example, we'll apply a filter to an equipment log worksheet to display only the laptops and projectors that are available for checkout.

1. In order for filtering to work correctly, your worksheet should include a header row, which is used to identify the name of each column. In our example, our worksheet is organized into different columns identified by the header cells in row 1: ID#, Type, Equipment Detail, and so on.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-13	15-May-13	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-13	06-Aug-13	Sela Shepard
4	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-13	01-Oct-13	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	16-Aug-13	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-13		Min Seung
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-13	04-Oct-13	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-13		Nick Ortiz

2. Select the Data tab, then click the Filter command.



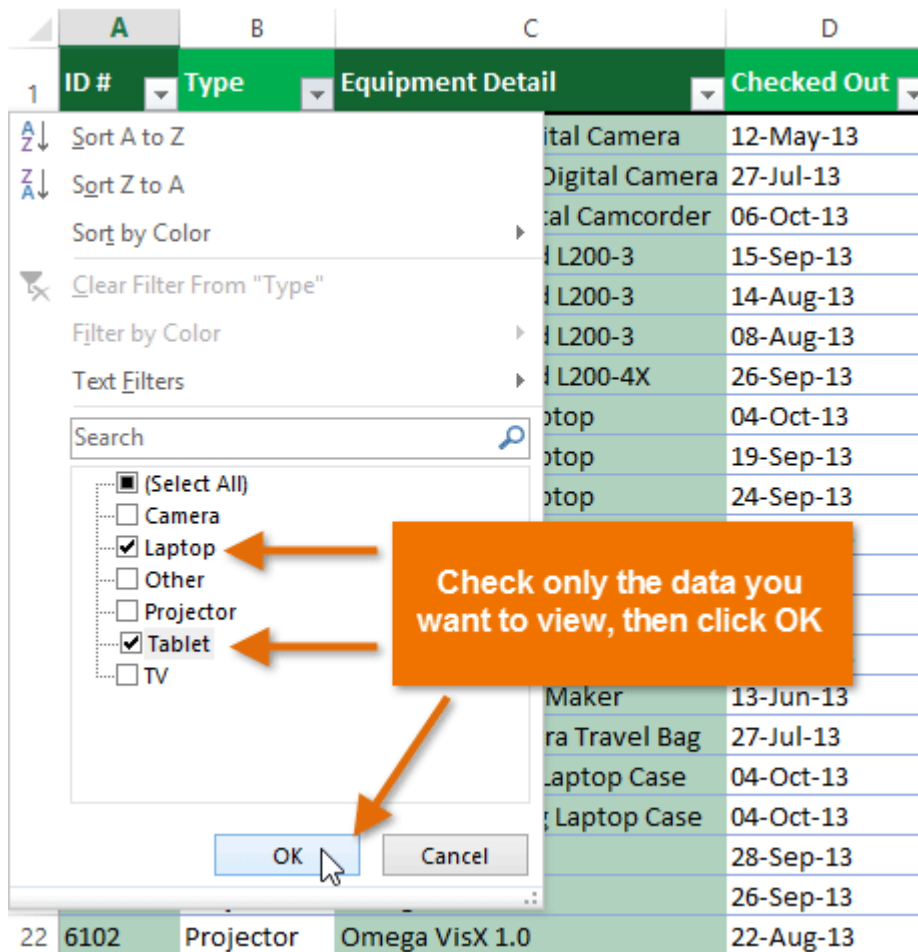
3. A drop-down arrow  will appear in the header cell for each column.
4. Click the drop-down arrow for the column you want to filter. In our example, we will filter column B to view only certain types of equipment.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-13	15-May-13	Shannon Nguyen
3	3005	Camera	Saris Lumina Z-60 Digital Camera	27-Jul-13	06-Aug-13	Sela Shepard
4	3070	Camera	Omega PixL Digital Camcorder	06-Oct-13		Min Seung
5	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-13	01-Oct-13	Sofie Ragnar
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	16-Aug-13	Hank Sorenson
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-13	04-Oct-13	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-13		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-13		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-13	26-Sep-13	George D'Agostino

- The Filter menu will appear.
- Uncheck the box next to Select All to quickly deselect all data.

	A	B	C	D
1	ID #	Type	Equipment Detail	Checked Out
			Digital Camera	12-May-13
			Digital Camera	27-Jul-13
			Digital Camcorder	06-Oct-13
			L200-3	15-Sep-13
			L200-3	14-Aug-13
			L200-3	08-Aug-13
			L200-4X	26-Sep-13
			Laptop	04-Oct-13
			Laptop	19-Sep-13
			Laptop	25-Aug-13
			500-1	05-Oct-13
			500-1	01-Oct-13
			am Printer II	04-Aug-13
			Maker	13-Jun-13
			ra Travel Bag	27-Jul-13
			Laptop Case	04-Oct-13
			Laptop Case	04-Oct-13
				28-Sep-13
				26-Sep-13
22	6102	Projector	Omega VisX 1.0	22-Aug-13

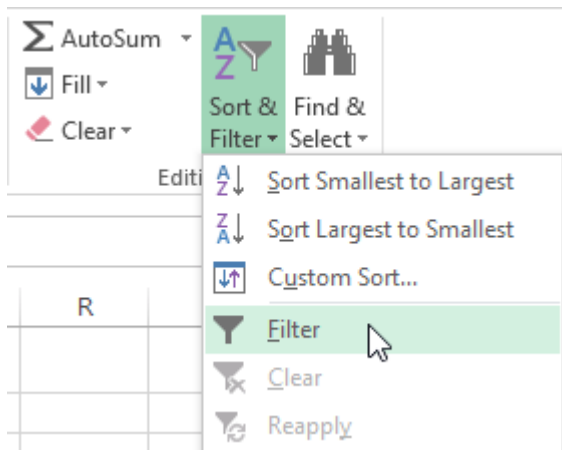
- Check the boxes next to the data you want to filter, then click OK. In this example, we will check Laptop and Tablet to view only those types of equipment.



- The data will be filtered, temporarily hiding any content that doesn't match the criteria. In our example, only laptops and tablets are visible.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
5	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-13	01-Oct-13	Sofie Ragnar
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	16-Aug-13	Hank Sorenson
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-13	04-Oct-13	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-13		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-13		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-13	26-Sep-13	George D'Agost
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-13	27-Aug-13	Jay Peralta
26	1011	Tablet	Saris SlimTab Pro	04-Aug-13		Jay Peralta
27	1012	Tablet	Saris SlimTab Pro	29-Sep-13		August Zorn
31						
32						

Filtering options can also be accessed from the Sort & Filter command on the Home tab.



To apply multiple filters:

Filters are cumulative, which means you can apply multiple filters to help narrow down your results. In this example, we've already filtered our worksheet to show laptops and tablets, and we'd like to narrow it down further to only show laptops and tablets that were checked out in August.

1. Click the drop-down arrow for the column you want to filter. In this example, we will add a filter to column D to view information by date.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
4	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-13		Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13		Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-13	04-Oct-13	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-13		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-13		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-13	26-Sep-13	George D'Agosta

2. The Filter menu will appear.
3. Check or uncheck the boxes depending on the data you want to filter, then click OK. In our example, we'll uncheck everything except for August.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
5	1021	Laptop	15" E	Sort Oldest to Newest	01-Oct-13	Sofie Ragnar
6	1022	Laptop	15" E	Sort Newest to Oldest	16-Aug-13	Hank Sorenson
7	1023	Laptop	15" E	Sort by Color	15-Aug-13	Jennifer Weiss
8	1025	Laptop	15" E	Clear Filter From "Checked Out"	04-Oct-13	Min Seung
9	1031	Laptop	17" S	Filter by Color		Nick Ortiz
10	1032	Laptop	17" S	Date Filters		Stanley Geyer
11	1033	Laptop	17" S	Search (All)	26-Sep-13	George D'Agost
12	1034	Laptop	17" S	(Select All)	27-Aug-13	Jay Peralta
26	1011	Tablet	10" S	2013		Jay Peralta
27	1012	Tablet	10" S	August		August Zorn
31				September		
32				October		
33						
34						
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4. The new filter will be applied. In our example, the worksheet is now filtered to show only laptops and tablets that were checked out in August.

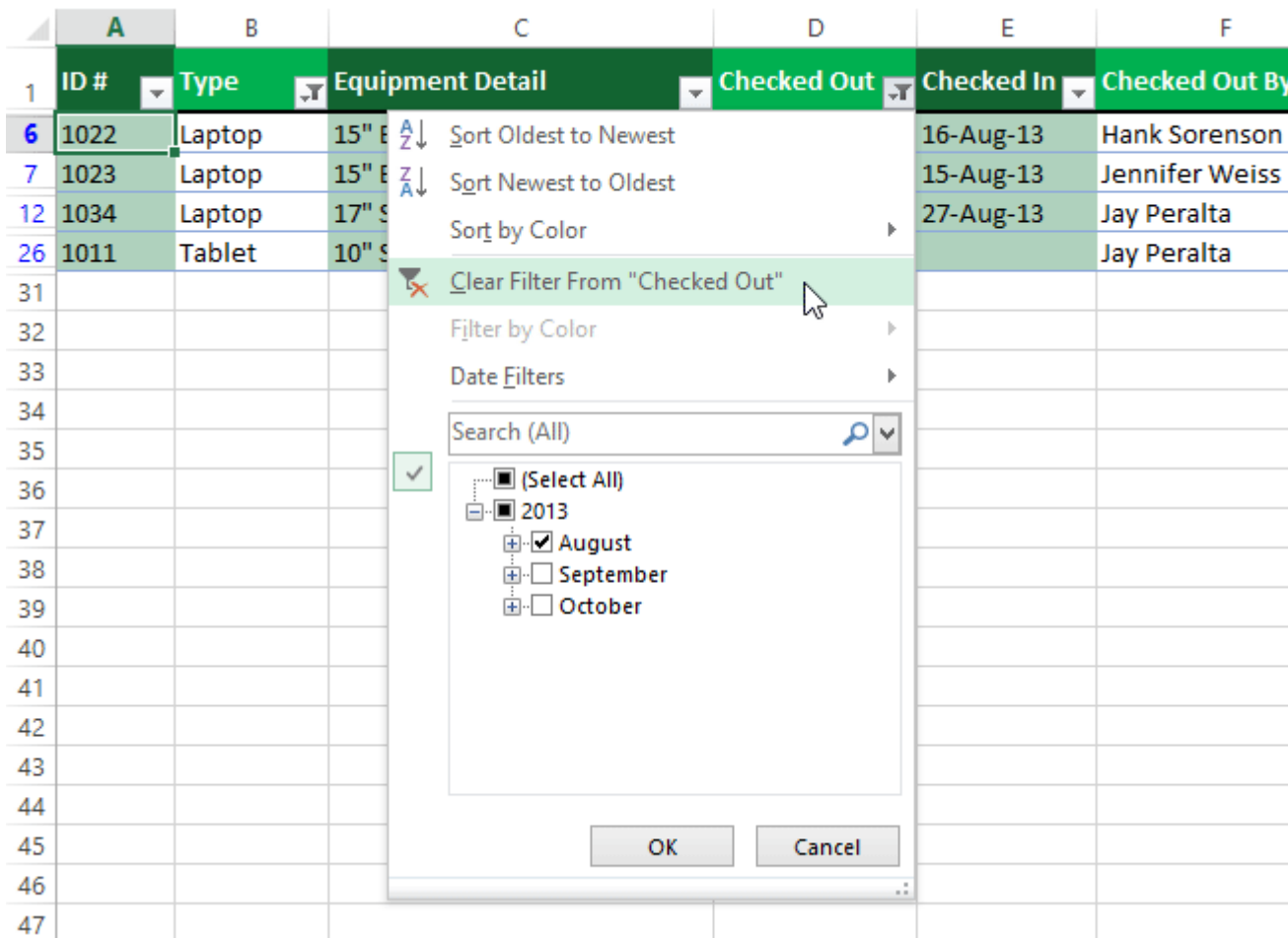
	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
5	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	16-Aug-13	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-13	27-Aug-13	Jay Peralta
31						
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To clear a filter:

After applying a filter, you may want to remove—or clear—it from your worksheet so you'll be able to filter content in different ways.

1. Click the drop-down arrow for the filter you want to clear. In our example, we'll clear the filter in column D.

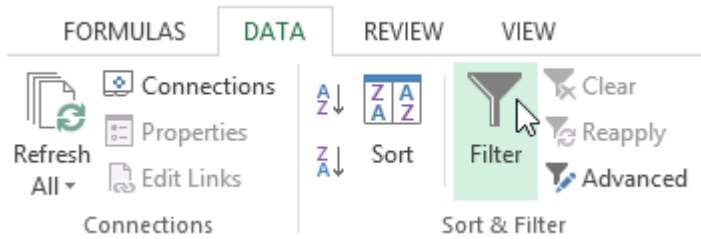
2. The Filter menu will appear.
3. In our example, we'll select Clear Filter From "Checked Out".



4. The filter will be cleared from the column. The previously hidden data will be displayed.

	A	B	C	D	E	F
	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
4	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-13	01-Oct-13	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	16-Aug-13	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-13	04-Oct-13	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-13		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-13		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-13	26-Sep-13	George D'Agosta
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-13	27-Aug-13	Jay Peralta
26	1011	Tablet	Saris SlimPro	04-Oct-13		Jay Peralta
27	1012	Tablet	Saris SlimPro	29-Sep-13		August Zorn

To remove all filters from your worksheet, click the Filter command on the Data tab.



Advanced filtering

If you need to filter for something specific, basic filtering may not give you enough options. Fortunately, Excel includes many advanced filtering tools, including search, text, date, and number filtering, which can narrow your results to help find exactly what you need.

To filter with search:

Excel allows you to search for data that contains an exact phrase, number, date, and more. In our example, we'll use this feature to show only Saris brand products in our equipment log.

1. Select the Data tab, then click the Filter command. A drop-down arrow will appear in the header cell for each column. Note: If you've already added filters to your worksheet, you can skip this step.
2. Click the drop-down arrow for the column you want to filter. In our example, we'll filter column C.

Get External Data		Connections		Sort & Filter		
B5		Laptop				
ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By	
2	3000	Camera	Saris Lumina Digital Camera	12-May-13	15-May-13	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	06-Aug-13	06-Aug-13	Sela Shepard
4	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-13	01-Oct-13	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	16-Aug-13	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-13		Min Seung

- The Filter menu will appear. Enter a search term into the search box. Search results will appear automatically below the Text Filters field as you type. In our example, we'll type saris to find all Saris brand equipment.
- When you're done, click OK.

A	B	C	D	E	F
ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
3000			12-May-13	15-May-13	Shannon Nguyen
3005			27-Jul-13	06-Aug-13	Sela Shepard
3070			06-Oct-13		Min Seung
1021			15-Sep-13	01-Oct-13	Sofie Ragnar
1022			14-Aug-13	16-Aug-13	Hank Sorenson
1023			08-Aug-13	15-Aug-13	Jennifer Weiss
1025					Min Seung
1031					Nick Ortiz
1032					Stanley Geyer
1033					George D'Agostino
1034			25-Aug-13	27-Aug-13	Jay Peralta
2050			05-Oct-13	06-Oct-13	Anthony Liddel
2051			01-Oct-13	05-Oct-13	Sofie Ragnar
3800			04-Aug-13	05-Aug-13	Hank Sorenson
3900			13-Jun-13	20-Jun-13	Clint Gosse
4800			27-Jul-13	06-Aug-13	Sela Shepard
4900			04-Oct-13		Jay Peralta
4905			04-Oct-13		Nick Ortiz
6100			28-Sep-13	01-Oct-13	Win Armitage
6101			26-Sep-13	27-Sep-13	Michael Earley
6102	Projector	Omega VisX 1.0	22-Aug-13	23-Aug-13	Jamila Kyle

The filter menu for 'Equipment Detail' is open, showing the following options:

- Sort A to Z
- Sort Z to A
- Sort by Color
- Clear Filter From "Equipment Detail"
- Filter by Color
- Text Filters

The search term 'saris' is entered in the search box. The search results are:

- (Select All Search Results)
- Add current selection to filter
- 17" Saris X-10 Laptop
- Saris Lumina Digital Camera
- Saris Lux T-80
- Saris Lux T-81 Lite
- Saris SlimTab Pro
- Saris Zoom Z-60 Digital Camera
- U-Go Saris DigiCam Printer II
- U-Go Saris Label Maker

An orange callout box says: "Enter a search term, then click OK".

- The worksheet will be filtered according to your search term. In our example, the worksheet is now filtered to show only Saris brand equipment.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-13	15-May-13	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-13	06-Aug-13	Sela Shepard
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-13		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-13		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-13	26-Sep-13	George D'Agostino
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-13	27-Aug-13	Jay Peralta
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-13	05-Aug-13	Hank Sorenson
16	3900	Other	U-Go Saris Label Maker	13-Jun-13	20-Jun-13	Clint Gosse
23	6200	Projector	Saris Lux T-80	01-Sep-13	04-Sep-13	Jolie Chaturvedi
24	6301	Projector	Saris Lux T-81 Lite	10-Sep-13		Marques Herndon
25	6302	Projector	Saris Lux T-81 Lite	08-Sep-13	15-Sep-13	Dean Sorenson
26	1011	Tablet	Saris SlimTab Pro	04-Aug-13		Jay Peralta
27	1012	Tablet	Saris SlimTab Pro	29-Sep-13		August Zorn
31						
32						

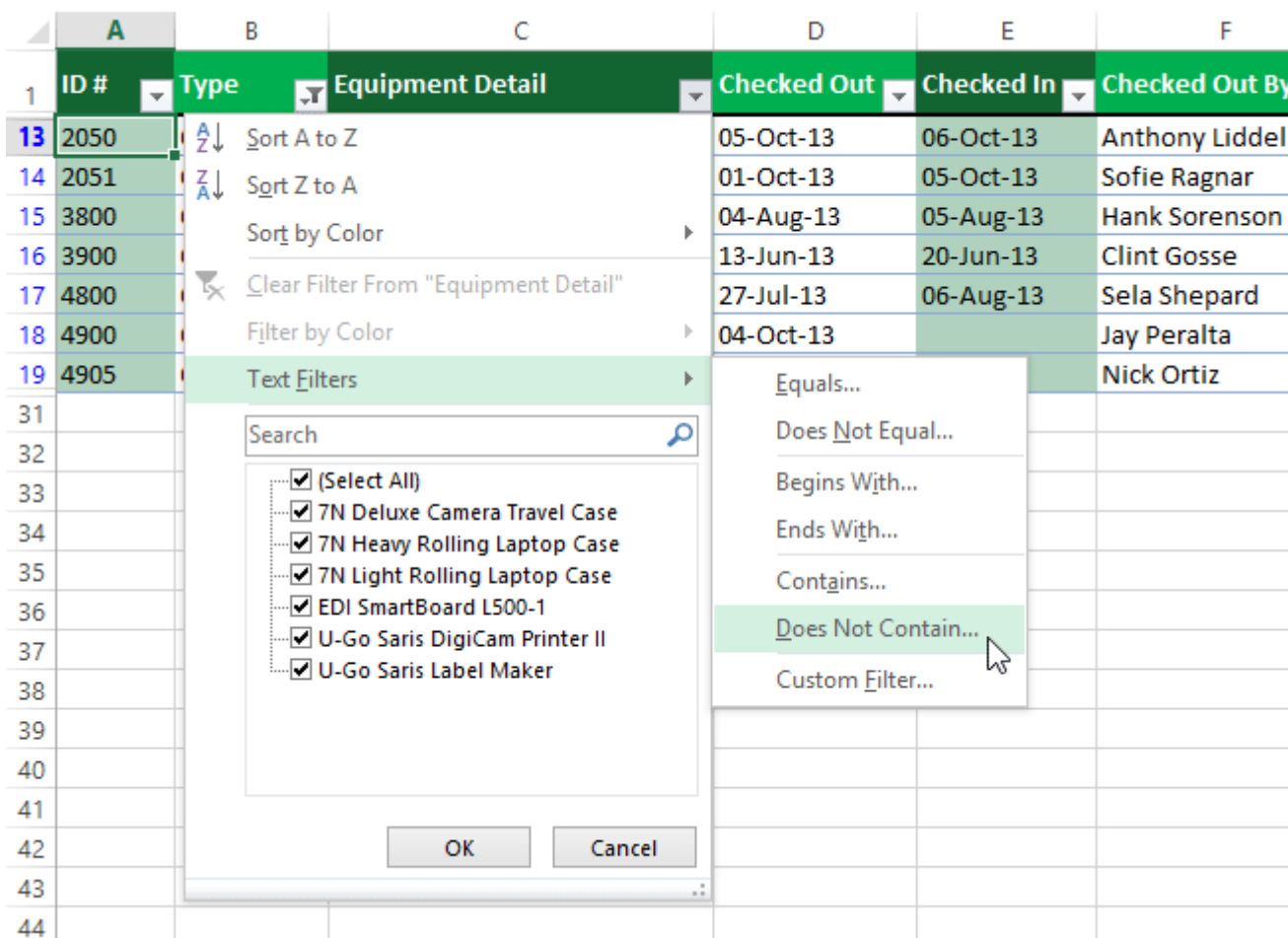
To use advanced text filters:

Advanced text filters can be used to display more specific information, such as cells that contain a certain number of characters, or data that excludes a specific word or number. In our example, we've already filtered our worksheet to only show items with Other in the Type column, but we'd like to exclude any item containing the word case.

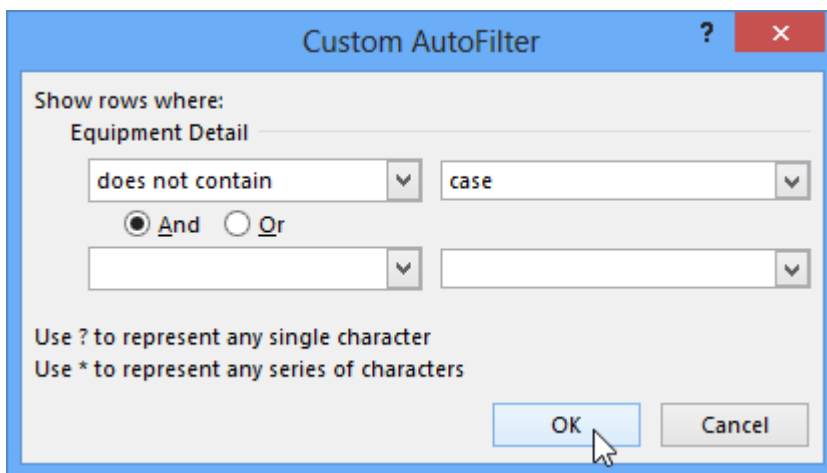
1. Select the Data tab, then click the Filter command. A drop-down arrow will appear in the header cell for each column. Note: If you've already added filters to your worksheet, you can skip this step.
2. Click the drop-down arrow for the column you want to filter. In our example, we'll filter column C.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
13	2050	Other	EDI SmartBoard L500-1	05-Oct-13	06-Oct-13	Anthony Liddel
14	2051	Other	EDI SmartBoard L500-1	05-Oct-13	05-Oct-13	Sofie Ragnar
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-13	05-Aug-13	Hank Sorenson
16	3900	Other	U-Go Saris Label Maker	13-Jun-13	20-Jun-13	Clint Gosse
17	4800	Other	7N Deluxe Camera Travel Case	27-Jul-13	06-Aug-13	Sela Shepard
18	4900	Other	7N Light Rolling Laptop Case	04-Oct-13		Jay Peralta
19	4905	Other	7N Heavy Rolling Laptop Case	04-Oct-13		Nick Ortiz
31						

- The Filter menu will appear. Hover the mouse over Text Filters, then select the desired text filter from the drop-down menu. In our example, we'll choose Does Not Contain... to view data that does not contain specific text.



- The Custom AutoFilter dialog box will appear. Enter the desired text to the right of the filter, then click OK. In our example, we'll type case to exclude any items containing this word.



- The data will be filtered by the selected text filter. In our example, our worksheet now displays items in the Other category that do not contain the word case.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
13	2050	Other	EDI SmartBoard L500-1	05-Oct-13	06-Oct-13	Anthony Liddel
14	2051	Other	EDI SmartBoard L500-1	01-Oct-13	05-Oct-13	Sofie Ragnar
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-13	05-Aug-13	Hank Sorenson
16	3900	Other	U-Go Saris Label Maker	13-Jun-13	20-Jun-13	Clint Gosse
31						

To use advanced date filters:

Advanced date filters can be used to view information from a certain time period, such as last year, next quarter, or between two dates. In this example, we will use advanced date filters to view only equipment that has been checked out today.

- Select the Data tab, then click the Filter command. A drop-down arrow will appear in the header cell for each column. Note: If you've already added filters to your worksheet, you can skip this step.
- Click the drop-down arrow for the column you want to filter. In our example, we will filter column D to view only a certain range of dates.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-13	15-May-13	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-13		Sela Shepard
4	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-13	01-Oct-13	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	16-Aug-13	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-13		Min Seung
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-13	04-Oct-13	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-13		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-13		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-13	26-Sep-13	George D'Agostino
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-13	27-Aug-13	Jay Peralta

- The Filter menu will appear. Hover the mouse over Date Filters, then select the desired date filter from the drop-down menu. In our example, we'll select Today to view equipment that has been checked out on today's date.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris		15-May-13	Shannon Nguyen
3	3005	Camera	Saris		06-Aug-13	Sela Shepard
4	3070	Camera	Ome			Min Seung
5	1021	Laptop	15" E		01-Oct-13	Sofie Ragnar
6	1022	Laptop	15" E		16-Aug-13	Hank Sorenson
7	1023	Laptop	15" E		15-Aug-13	Jennifer Weiss
8	1025	Laptop	15" E			
9	1031	Laptop	17" S			
10	1032	Laptop	17" S			
11	1033	Laptop	17" S			
12	1034	Laptop	17" S			
13	2050	Other	EDI S			
14	2051	Other	EDI S			
15	3800	Other	U-G			
16	3900	Other	U-G			
17	4800	Other	7N D			
18	4900	Other	7N L			
19	4905	Other	7N H			
20	6100	Projector	Ome			
21	6101	Projector	Ome			
22	6102	Projector	Omega VisX 1.0		22-Aug-13	

4. The worksheet will be filtered by the selected date filter. In our example, we can now see which items have been checked out today.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-13		Min Seung
31						
32						

If you're working along with the example file, your results will be different from the images above. **If you want, you can change some of the dates so the filter will give more results.**

To use advanced number filters:

Advanced number filters allow you to manipulate numbered data in different ways. In this example, we will display only certain types of equipment based on the range of ID numbers.

1. Select the Data tab on the Ribbon, then click the Filter command. A drop-down arrow will appear in the header cell for each column. Note: If you've already added filters to your worksheet, you can skip this step.
2. Click the drop-down arrow for the column you want to filter. In our example, we'll filter column A to view only a certain range of ID numbers.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	ID #:	Saris Lumina Digital Camera	12-May-13	15-May-13	Shannon Nguyen
3	3005	(Showing All)	Saris Zoom Z-60 Digital Camera	27-Jul-13	06-Aug-13	Sela Shepard
4	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-13	01-Oct-13	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	16-Aug-13	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-13		Min Seung
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-13	04-Oct-13	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-13		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-13		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-13	26-Sep-13	George D'Agostino
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-13	27-Aug-13	Jay Peralta

3. The Filter menu will appear. Hover the mouse over Number Filters, then select the desired number filter from the drop-down menu. In our example, we will choose Between to view ID numbers between a specific number range.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
			Digital Camera	12-May-13	15-May-13	Shannon Nguyen
			Digital Camera	27-Jul-13	06-Aug-13	Sela Shepard
			Digital Camcorder	06-Oct-13		Min Seung
			L200-3	15-Sep-13	01-Oct-13	Sofie Ragnar
			L200-3	14-Aug-13	16-Aug-13	Hank Sorenson
			L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
					04-Oct-13	Min Seung
						Nick Ortiz
						Stanley Geyer
					26-Sep-13	George D'Agostino
					27-Aug-13	Jay Peralta
					06-Oct-13	Anthony Liddel
					05-Oct-13	Sofie Ragnar
					05-Aug-13	Hank Sorenson
					20-Jun-13	Clint Gosse
					06-Aug-13	Sela Shepard
						Jay Peralta
						Nick Ortiz
					01-Oct-13	Win Armitage
					27-Sep-13	Michael Earley
22	6102	Projector	Omega VisX 1.0	22-Aug-13	23-Aug-13	Jamila Kyle

- The Custom AutoFilter dialog box will appear. Enter the desired number(s) to the right of each filter, then click OK. In our example, we want to filter for ID numbers greater than or equal to 3000 but less than or equal to 4000, which will display ID numbers in the 3000-4000 range.

Custom AutoFilter

Show rows where:

ID #

is greater than or equal to 3000

And Or

is less than or equal to 4000

Use ? to represent any single character
Use * to represent any series of characters

OK Cancel

- The data will be filtered by the selected number filter. In our example, only items with an ID number between 3000 and 4000 are visible.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-13	15-May-13	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-13	06-Aug-13	Sela Shepard
4	3070	Camera	Omega PixL Digital Camcorder	06-Oct-13		Min Seung
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-13	05-Aug-13	Hank Sorenson
16	3900	Other	U-Go Saris Label Maker	13-Jun-13	20-Jun-13	Clint Gosse
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Exercise!

1. Open an existing Excel workbook. If you want, you can use our practice workbook.
2. Apply a filter to a column. If you are using the example, filter the Type column (column B) so it displays only laptops and cameras.
3. Add another filter by searching. If you are using the example, search for EDI brand equipment in the Equipment Detail column (column C).
4. Clear both filters.
5. Use an advanced text filter to view data that does not contain a certain word or phrase. If you are using the example, display data that does not contain the word saris (this should exclude all Saris brand equipment).
6. Use an advanced date filter to view data from a certain time period. If you are using the example, display only the equipment that was checked out in September 2013.
7. Use an advanced number filter to view numbers less than a certain amount. If you are using the example, display all items with an ID# below 3000.