

Technical Institute of Administration

Business Administration

8. Microsoft Excel - Working with Data - Filtering Data

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2024-2025

Table of Contents

8. W	orking with Data - Filtering Data	3
8.1.	Introduction	3
8.2.	To filter data:	3
8.3.	To apply multiple filters:	6
8.4.	To clear a filter:	9
8.5.	Advanced filtering	
8.5.	.1. To filter with search:	
8.5.	.2. To use advanced text filters:	
8.5.	.3. To use advanced number filters:	
8.5.	.4. To use advanced date filters:	

8. Working with Data - Filtering Data

8.1.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.

8.2.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.

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

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.

	А	В	С
1	ID #	Туре	Equipment Detail
2	3000	Camera 🖁	Caria Lumina Digital Camer
3	3005	Camera (S	howing All) om Z-60 Digital Ca
4	1021	Laptop	15" EDI SmartPad L200-3
5	1022	Laptop	15" EDI SmartPad L200-3
6	1023	Laptop	15" EDI SmartPad L200-3

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

	Α	В	С				
1	ID #	Туре	E	quipment Detail			
₽↓	Sort A to Z			na Digital Camera			
Ă↑	S <u>o</u> rt Z to A			n Z-60 Digital Camera			
	Sor <u>t</u> by Colo	or	► F	nartPad L200-3 Laptop			
×	<u>C</u> lear Filter F	rom "Type"		nartPad L200-3 Laptop			
	F <u>i</u> lter by Col	or	Þ	nartPad L200-3 Laptop			
	Text <u>F</u> ilters		•	L Digital Camcorder			
	Search		م	nartPad L200-4X			
		ct All) era		<-10 Laptop			
	- ✓ Lapto	op r		<-10 Laptop			
	Proje	' ctor		<-10 Laptop			
	Table	t		<-10 Laptop			
				Board L500-1			
	Воа		Board L500-1				
				3 DigiCam Printer II			
				S Label Maker			
				Camera Travel Bag			
				olling Laptop Case			
		OK	Cancel	Rolling Laptop Case			
20	6100	Projector	Omega Vi	sX 1.0			

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

	Α	В		С
1	ID #	Туре	E	quipment Detail
₽↓	Sort A to Z			na Digital Camera
Ă↑	S <u>o</u> rt Z to A			n Z-60 Digital Camera
	Sor <u>t</u> by Colo	r	Þ	nartPad L200-3 Laptop
×	<u>C</u> lear Filter F	rom "Type"		nartPad L200-3 Laptop
	Filter by Col	or	Þ	nartPad L200-3 Laptop
	Text <u>F</u> ilters		•	L Digital Camcorder
	Search		Q	nartPad L200-4X
	(Selec	t All) ra		<-10 Laptop
		p		<-10 Laptop
	···· ✔ Proje	ctor		<-10 Laptop
	Table	t		<-10 Laptop
				Board L500-1
				Board L500-1
				3 DigiCam Printer II
				s Label Maker
				Camera Travel Bag
				olling Laptop Case
		ОК	Cancel	Rolling Laptop Case
20	6100	Projector	Omega Vi	sX 1.0

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

	Α	В	С	D	E	F
1	ID #	Туре 🔐	Equipment Detail	Checked Out	Checked In 🚽	Checked Out By 🚽
4	1021	Laptop	15" EDI SmartPad L200-3 Laptop	15-Sep-15	01-Oct-15	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	16-Aug-15	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-15	26-Sep-15	George D'Agosta
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15	Jay Peralta
20	6100	Projector	Omega VisX 1.0	28-Sep-15	01-Oct-15	Win Armitage
21	6101	Projector	Omega VisX 1.0	26-Sep-15	27-Sep-15	Michael Earley
22	6102	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15	Jamila Kyle
23	6200	Projector	Saris Lux T-80	01-Sep-15	04-Sep-15	Jolie Chaturvedi
24	6301	Projector	Saris Lux T-81 Lite	10-Sep-15		Marques Herndon
25	6302	Projector	Saris Lux T-81 Lite	08-Sep-15	15-Sep-15	Dean Sorenson
31						
32						

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



8.3.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 projectors, and we'd like to narrow it down further to only show laptops and projectors 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.

	А	В	С	D	E	F
1	ID #	Туре 🖵	Equipment Detail	Checked Out	Checked In 🚽	Checked Out By 🚽
4	1021	Laptop	15" EDI SmartPad L200-3 Laptop	15-Sep-15	01 Oct 15	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15 (SI	howing All) 15	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-15	26-Sep-15	George D'Agosta
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15	Jay Peralta
20	6100	Projector	Omega VisX 1.0	28-Sep-15	01-Oct-15	Win Armitage
21	6101	Projector	Omega VisX 1.0	26-Sep-15	27-Sep-15	Michael Earley
22	6102	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15	Jamila Kyle
23	6200	Projector	Saris Lux T-80	01-Sep-15	04-Sep-15	Jolie Chaturvedi
24	6301	Projector	Saris Lux T-81 Lite	10-Sep-15		Marques Herndon
25	6302	Projector	Saris Lux T-81 Lite	08-Sep-15	15-Sep-15	Dean Sorenson
31						
32						

- The Filter menu will appear.
 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.



4. The new filter will be applied. In our example, the worksheet is now filtered to show only laptops and projectors that were checked out in August.

	А	В	С	D	E	F
1	ID #	Туре 🔐	Equipment Detail	Checked Out	Checked In 🚽	Checked Out By 🚽
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	16-Aug-15	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15	Jennifer Weiss
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15	Jay Peralta
22	6102	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15	Jamila Kyle
31						
32						

8.4.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**.

	А	В	С	D	E	F
1	ID #	Туре 🖵	Equipment Detail	Checked Out	Checked In 🚽	Checked Out By 🖵
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15)1C Aug 1E	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15 Eq	uals "August 2015"	Jennifer Weiss
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15	Jay Peralta
22	6102	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15	Jamila Kyle
31						
32						

- 2. The Filter menu will appear.
- 3. Choose Clear Filter From [COLUMN NAME] from the Filter menu. In our example, we'll select Clear Filter From "Checked Out".

	С		D
Equipm	ent	Detail 🗾	Checked Out
15" EDI SmartP 15" EDI SmartP 17" Saris X-10 L	2↓ ∡↓	Sort Oldest to Newest Sort Newest to Oldest Sort by Color	۶.
Omega VisX 1.0	*	<u>C</u> lear Filter From "Che	cked Out" 🔓
		Jate Eilters Search (All) Gelect All) Gelect All Gelect All) Gelect All Gelect All) Gelect All Gelect All) Gelect All Gelect All Gelec	
		ОК	Cancel

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

	А	В	С	D	E	F
1	ID #	Туре 🔐	Equipment Detail 👻	Checked Out	Checked In 🚽	Checked Out By 🚽
4	1021	Laptop	15" EDI SmartPad L200-3 Laptop	15-Sep-15	01 Oct 15	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15 (S	howing All) 15	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-15	26-Sep-15	George D'Agosta
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15	Jay Peralta
20	6100	Projector	Omega VisX 1.0	28-Sep-15	01-Oct-15	Win Armitage
21	6101	Projector	Omega VisX 1.0	26-Sep-15	27-Sep-15	Michael Earley
22	6102	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15	Jamila Kyle
23	6200	Projector	Saris Lux T-80	01-Sep-15	04-Sep-15	Jolie Chaturvedi
24	6301	Projector	Saris Lux T-81 Lite	10-Sep-15		Marques Herndon
25	6302	Projector	Saris Lux T-81 Lite	08-Sep-15	15-Sep-15	Dean Sorenson
31						
32						

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



8.5.Advanced filtering

If you need a 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.

8.5.1. 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**.

	Α	В	С	D	E	F
1	ID #	Туре 🗸	Equipment Detail	Checked Out	Checked In 🚽	Checked Out By 🚽
2	3000	Camera	Saris Lumina Digital Camera	10 Mov 15 guipment Detail:	15-May-15	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	Showing All)	06-Aug-15	Sela Shepard
4	1021	Laptop	15" EDI SmartPad L200-3 Laptop	15-Sep-15	01-Oct-15	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	16-Aug-15	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15	Jennifer Weiss
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15		Min Seung
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15		Stanley Geyer

3. 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**.

В	С					
Туре	Equipment Detail	•				
Camera	^A ↓ <u>S</u> ort A to Z					
Camera	Z↓ Sort Z to A					
Laptop	Sor <u>t</u> by Color	·				
Laptop	🧏 <u>C</u> lear Filter From "Equipment Detail"					
Laptop	Filter by Color 🕨					
Camera	Text <u>F</u> ilters					
Laptop	saris X					
Laptop	✓ (Select All Search Results)					
Laptop						
Laptop	Saris Lux T-80					
Laptop	Saris Lux T-81 Lite					
Other	Saris Zoom Z-60 Digital Camera					
Other	U-Go Saris DigiCam Printer II 					
Other	1					
Other	1					
Other						
Other						
Other	OK Cancel					
D!	1,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	.:				

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

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

8.5.2. To use advanced text filters:

Advanced text filters can be used to display more specific information, like cells that contain a certain number of characters or data that excludes a specific word or number. In our example, we'd like to exclude any item containing the word **laptop**.

- 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**.

	А	В	С	D	E	F
1	ID #	Туре 🖵	Equipment Detail	Checked Out	Checked In	Checked Out By 🚽
2	3000	Camera	Saris Lumina Digital Camera	10 Mov 15 quipment Detail:	15-May-15	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	Showing All)	06-Aug-15	Sela Shepard
4	1021	Laptop	15" EDI SmartPad L200-3 Laptop	15-Sep-15	01-Oct-15	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	16-Aug-15	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15	Jennifer Weiss
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15		Min Seung
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15		Stanley Geyer

3. 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.

В	С			D	E	
Туре 🚽	Equipme	ent Detail	Ţ	Checked Out	C	hecked In
Camera	A ↓ Sort A to Z			12-May-15	15-I	May-15
Camera	Z ↓ Sort Z to A			27-Jul-15	06-/	Aug-15
Laptop	Sor <u>t</u> by Color		×.	04-Oct-15		
Laptop	Clear Filter From "I	Equipment Detail"		19-Sep-15		
Laptop	F <u>i</u> lter by Color		•	24-Sen-15	26-9	Sep-15
Laptop	Text <u>F</u> ilters		•	<u>E</u> quals		Aug-15
Other	Search		2	Does <u>N</u> ot Equal		Aug-15
Other	✓ (Select All) 	rtPad L200-3 Laptop	^	Begins W <u>i</u> th		un-15
Projector		rtPad L200-4X		Ends Wi <u>t</u> h		ep-15
Projector	····⊡ 32" Paragon	440 OLED TV		Cont <u>a</u> ins		
Projector		490L LED TV		Does Not Contain	\ \ \	Sep-15
Tablet		olling Laptop Case		Custom <u>F</u> ilter		
Tablet	7N Light Ro	lling Laptop Case oard L500-1		29-Sep-15		
	DIEL					
	Saris Lux T-8	30 31 Lite	~			
		OK Cancel	.:			

4. 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 **laptop** to exclude any items containing this word.

Cust	om AutoFilter			?	\times
Show Ec	rows where: quipment Detail				
	does not contain	\sim	laptop		\sim
		\sim			\sim
Use ? Use *	to represent any single o to represent any series o	haracter f charact	ers OK		ancel

5. The data will be filtered by the selected text filter. In our example, our worksheet now displays items that do not contain the word **laptop**.

	А	В	С	D	E	F
1	ID #	Туре 🗸	Equipment Detail 🔒	Checked Out	Checked In 🚽	Checked Out By 🚽
2	3000	Camera	Saris Lumina Digital Camera	12-May-15	15-May-15	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-15	06-Aug-15	Sela Shepard
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15		Min Seung
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15	Min Seung
13	2050	Other	EDI SmartBoard L500-1	05-Oct-15	06-Oct-15	Anthony Liddell
14	2051	Other	EDI SmartBoard L500-1	01-Oct-15	05-Oct-15	Sofie Ragnar
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-15	05-Aug-15	Hank Sorenson
16	3900	Other	U-Go Saris Label Maker	13-Jun-15	20-Jun-15	Clint Gosse
17	4800	Other	7N Deluxe Camera Travel Bag	27-Jul-15	06-Aug-15	Sela Shepard
20	6100	Projector	Omega VisX 1.0	28-Sep-15	01-Oct-15	Win Armitage
21	6101	Projector	Omega VisX 1.0	26-Sep-15	27-Sep-15	Michael Earley
22	6102	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15	Jamila Kyle

8.5.3. To use advanced number filters:

Advanced number filters allow you to manipulate numbered data in different ways. In this example, we'll 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.

	Α	В	С	D	E	F
1	ID #	Туре 🚽	Equipment Detail 🛒	Checked Out	Checked In 🚽	Checked Out By 🔽
2	3000	D#:	Saris Lumina Digital Camera	12-May-15	15-May-15	Shannon Nguyen
3	3005	Showing All)	Saris Zoom Z-60 Digital Camera	27-Jul-15	06-Aug-15	Sela Shepard
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15		Min Seung
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15	Min Seung
13	2050	Other	EDI SmartBoard L500-1	05-Oct-15	06-Oct-15	Anthony Liddell
14	2051	Other	EDI SmartBoard L500-1	01-Oct-15	05-Oct-15	Sofie Ragnar
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-15	05-Aug-15	Hank Sorenson
16	3900	Other	U-Go Saris Label Maker	13-Jun-15	20-Jun-15	Clint Gosse
17	4800	Other	7N Deluxe Camera Travel Bag	27-Jul-15	06-Aug-15	Sela Shepard
20	6100	Projector	Omega VisX 1.0	28-Sep-15	01-Oct-15	Win Armitage
21	6101	Projector	Omega VisX 1.0	26-Sep-15	27-Sep-15	Michael Earley

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'll choose **Between** to view ID numbers between a specific number range.

AB	С				
1 ID # Type E	quipment Detail 🗾				
^A ↓ <u>S</u> ort Smallest to Largest	ina Digital Camera 1				
ZA↓ Sort Largest to Smallest	n Z-60 Digital Camera 2				
Sor <u>t</u> by Color	xL Digital Camcorder 0				
K Clear Filter From "ID #"	martPad L200-4X 2				
F <u>i</u> lter by Color ►	Board I 500-1				
Number <u>F</u> ilters	<u>E</u> quals				
Search 🔎	Does <u>N</u> ot Equal				
····· 🖌 (Select All)	<u>G</u> reater Than				
····· 1011	Greater Than <u>O</u> r Equal To				
	Less Than				
······································	Less Than Or Egual To				
	Between				
···· ✓ 3005 ···· ✓ 3070	<u>Т</u> ор 10				
···· 🗹 3800	Above Average				
······································	Below Average				
······································	Custom Filter				
▼ 5022	Pro				
₩ 5023	Dro				
OK	2				
OK Cancel	on 440 OLED TV				

4. 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 **6000**, which will display ID numbers in the 3000-6000 range.

Cus	tom AutoFilter			?	Х				
Shov II	v rows where: D #								
	is greater than or equal to	\sim	3000		\sim				
	● <u>A</u> nd ○ <u>O</u> r								
	is less than or equal to	\sim	6000		\sim				
Use ? to represent any single character Use * to represent any series of characters									
		[ок	Cano	el.				

5. The data will be filtered by the selected number filter. In our example, only items with an ID number between **3000** and **6000** are visible.

	Α	В	С	D	E	F
1	ID #	Туре 🗸	Equipment Detail 🔒	Checked Out	Checked In 🚽	Checked Out By 🚽
2	3000	Camera	Saris Lumina Digital Camera	12-May-15	15-May-15	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-15	06-Aug-15	Sela Shepard
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15		Min Seung
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-15	05-Aug-15	Hank Sorenson
16	3900	Other	U-Go Saris Label Maker	13-Jun-15	20-Jun-15	Clint Gosse
17	4800	Other	7N Deluxe Camera Travel Bag	27-Jul-15	06-Aug-15	Sela Shepard
28	5020	TV	32" Paragon 440 OLED TV	11-Aug-15	13-Aug-15	Marta Lao
29	5022	TV	32" Paragon 440 OLED TV	17-Jul-15	17-Jul-15	Carl Langer
30	5023	TV	50" Paragon 490L LED TV	01-Oct-15	01-Oct-15	Margaret Lisbon
31						
32						

8.5.4. 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'll use advanced date filters to view only equipment that has been checked out between July 15 and August 15.

- 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 **D** to view only a certain range of dates.

	А	В	С	D	E	F
1	ID #	Туре 🗸	Equipment Detail 🛒	Checked Out	Checked In 🚽	Checked Out By 🚽
2	3000	Camera	Saris Lumina Digital Camera	12-May-15	15-May-15	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-15 (S	howing All) 15	Sela Shepard
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15		Min Seung
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-15	05-Aug-15	Hank Sorenson
16	3900	Other	U-Go Saris Label Maker	13-Jun-15	20-Jun-15	Clint Gosse
17	4800	Other	7N Deluxe Camera Travel Bag	27-Jul-15	06-Aug-15	Sela Shepard
28	5020	TV	32" Paragon 440 OLED TV	11-Aug-15	13-Aug-15	Marta Lao
29	5022	TV	32" Paragon 440 OLED TV	17-Jul-15	17-Jul-15	Carl Langer
30	5023	TV	50" Paragon 490L LED TV	01-Oct-15	01-Oct-15	Margaret Lisbon
31						
32						

3. 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 **Between** to view equipment that has been checked out between July 15 and August 15.

	С		D		E	
Equipm	ent	Detail 🗾	Checked	Out ▼	Checked In 🚽	Che
Saris Lumina Di	₽↓	Sort Oldest to Newest			15-May-15	Shann
Saris Zoom Z-60	Ă↑	Sort Newest to Oldest			06-Aug-15	Sela S
Omega PixL Digi		Sor <u>t</u> by Color		F		Min Se
U-Go Saris Digi(×	Clear Filter From "Che	cked Out"		05-Aug-15	Hank
U-Go Saris Labe		F <u>i</u> lter by Color		•	20-lun-15	Clint 🤆
7N Deluxe Came		Date <u>F</u> ilters		•	<u>E</u> quals	
32" Paragon 44		Search (All)		₽~	<u>B</u> efore	
32" Paragon 44		(Select All)			<u>A</u> fter	
50" Paragon 49					Between	
		⊡✔ June			Tomorrow	
					T <u>o</u> day	
		✓ October			Yester <u>d</u> ay	
					Next Wee <u>k</u>	
					T <u>h</u> is Week	
					Last Week	
					Next <u>M</u> onth	
					Thi <u>s</u> Month	
					Last Mo <u>n</u> th	
		OK	Can	icel .	Next <u>Q</u> uarter	
					This Q <u>u</u> arter	
_					Last Qua <u>r</u> ter	

4. The **Custom AutoFilter** dialog box will appear. Enter the desired **date(s)** to the right of each filter, then click **OK**. In our example, we want to filter for dates after or equal to **July 15, 2015**, and before or equal to **August 15, 2015**, which will display a range between these dates.

Custom AutoFilter		?	×					
Show rows where: Checked Out								
is after or equal to	7/15/15	\sim						
is before or equal to	8/15/15	\sim						
Use ? to represent any single character Use * to represent any series of characters OK Cancel								

5. The worksheet will be filtered by the selected date filter. In our example, we can now see which items have been checked out **between July 15 and August 15**.

	Α	В	С	D	E	F
1	ID #	Туре 🖵	Equipment Detail 🛒	Checked Out	Checked In 🚽	Checked Out By 🚽
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-15	06-Aug-15	Sela Shepard
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-15	05-Aug-15	Hank Sorenson
17	4800	Other	7N Deluxe Camera Travel Bag	27-Jul-15	06-Aug-15	Sela Shepard
28	5020	TV	32" Paragon 440 OLED TV	11-Aug-15	13-Aug-15	Marta Lao
29	5022	TV	32" Paragon 440 OLED TV	17-Jul-15	17-Jul-15	Carl Langer
31						
32						