



Technical Institute of Administration

Business Administration

8. Microsoft Excel - Working with Data - Filtering Data

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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.

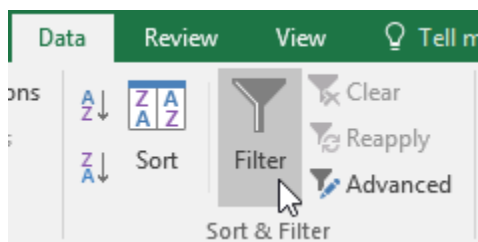
8.2.To filter data:

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.

	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-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.

	A	B	C
1	ID #	Type	Equipment Detail
2	3000	Camera	Canon Lumina Digital Camera
3	3005	Camera	Canon Z-60 Digital Camera
4	1021	Laptop	15" EDI SmartPad L200-3
5	1022	Laptop	15" EDI SmartPad L200-3
6	1023	Laptop	15" EDI SmartPad L200-3

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

	A	B	C
1	ID #	Type	Equipment Detail

Sort A to Z
 Sort Z to A
Sort by Color
 Clear Filter From "Type"
Filter by Color
Text Filters

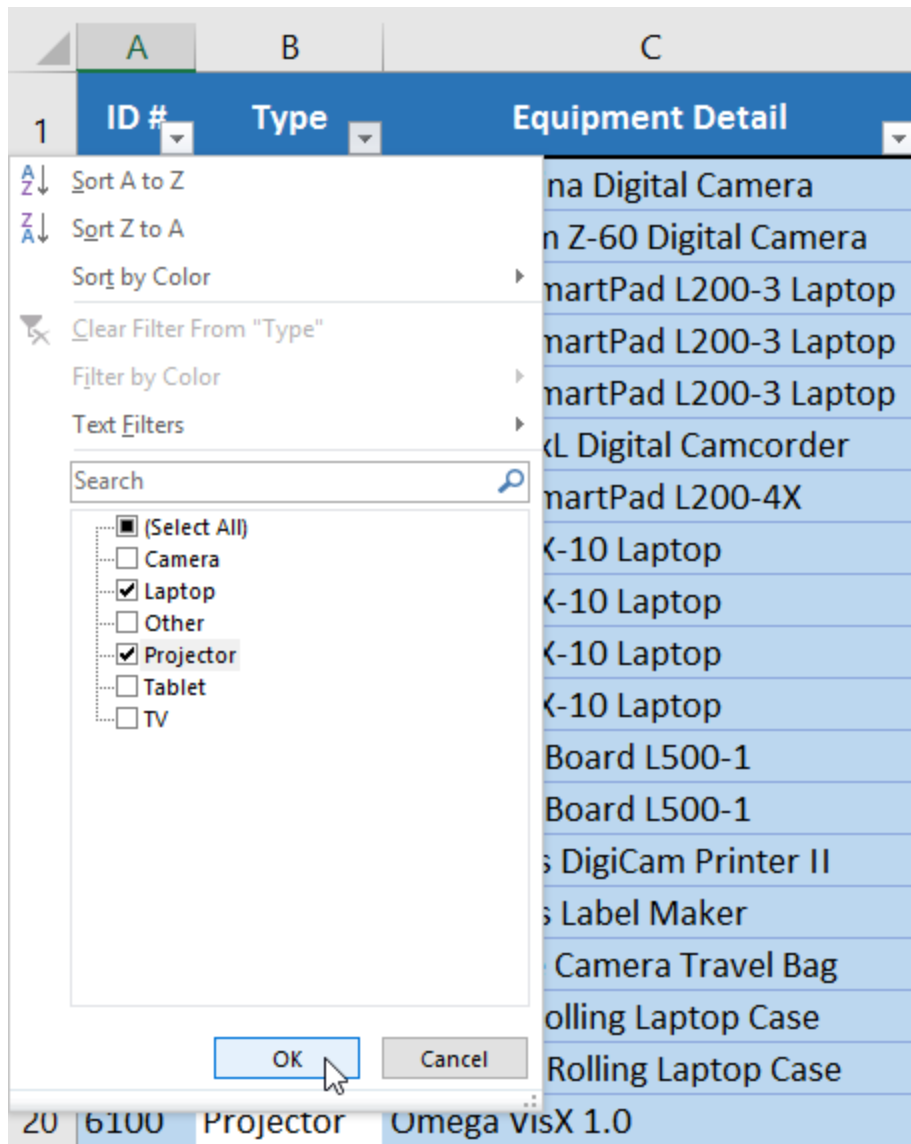
Search

- ☒ (Select All)
- ☒ Camera
- ☒ Laptop
- ☒ Other
- ☒ Projector
- ☒ Tablet
- ☒ TV

OK Cancel

20	6100	Projector	Omega visX 1.0
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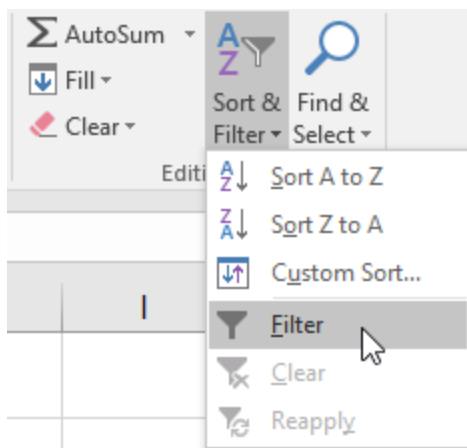
7. **Check** the boxes next to the data you want to filter, then click **OK**. In this example, we will check **Laptop** and **Projector** to view only these types of equipment.



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.

	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 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.



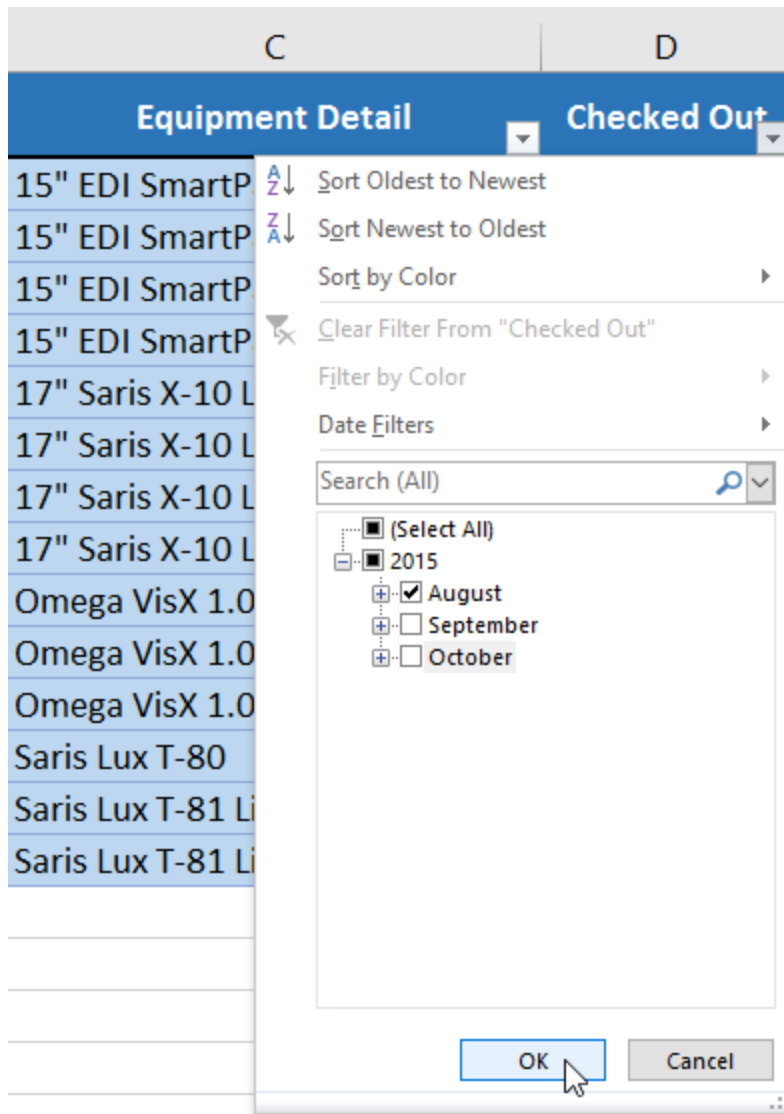
8.3.To apply multiple filters:

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.

	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 Laptop	15-Sep-15	01-Oct-15	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	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
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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**.



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.

	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 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
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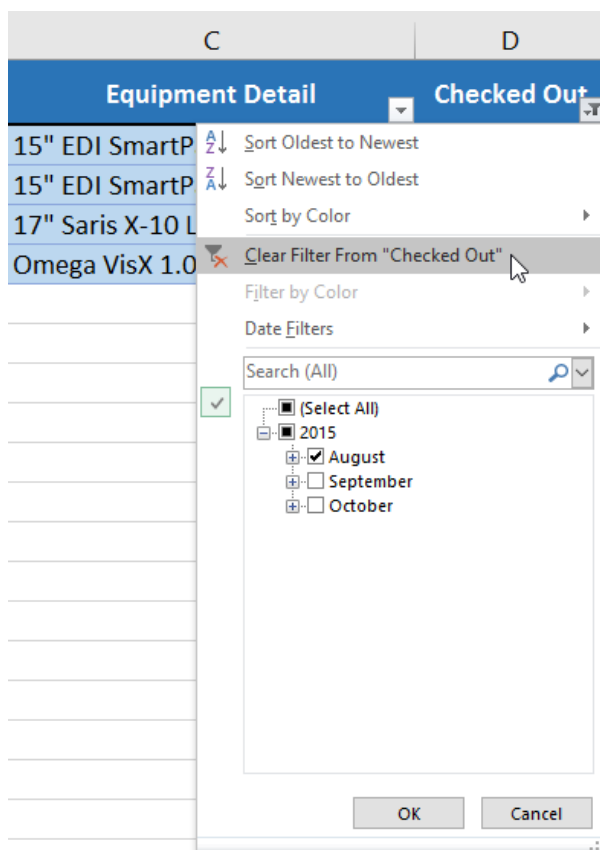
8.4.To clear a filter:

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**.

	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 Laptop	14-Aug-15	16-Aug-15	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-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						
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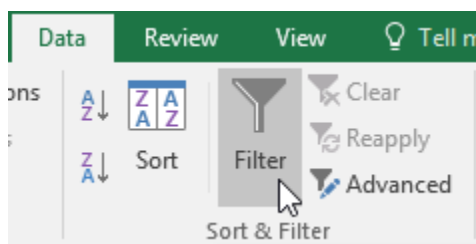
2. The **Filter menu** will appear.
3. Choose **Clear Filter From [COLUMN NAME]** from the Filter menu. In our example, we'll select **Clear Filter From "Checked Out"**.



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

	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 Laptop	15-Sep-15	01-Oct-15	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	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
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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.

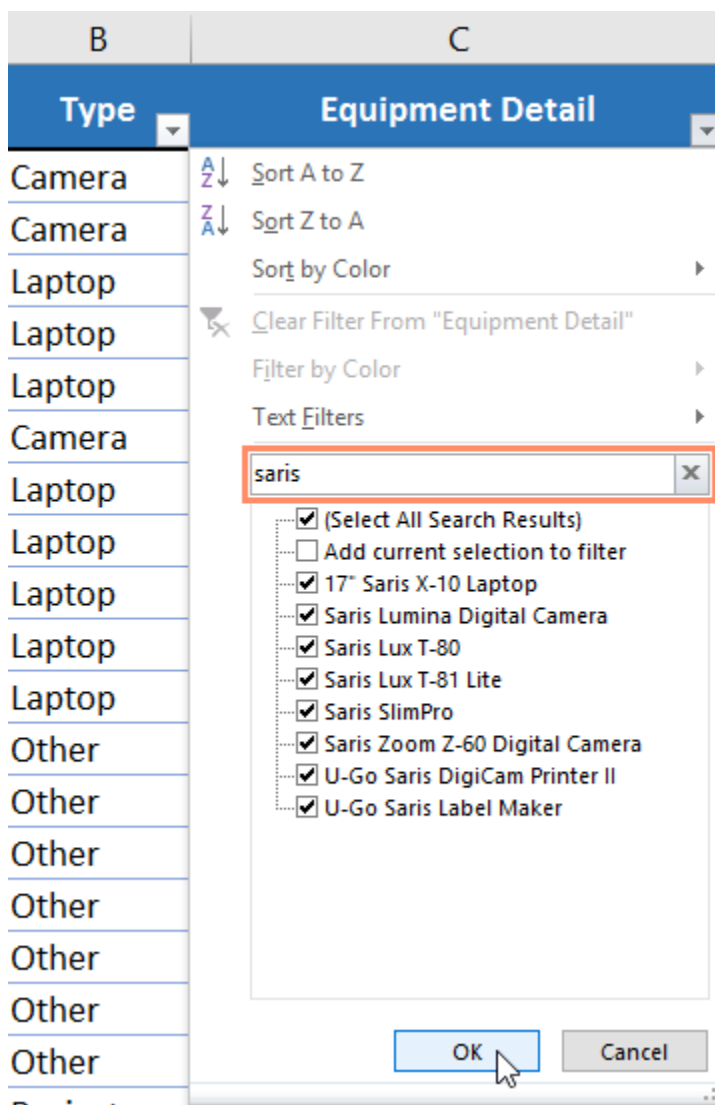
8.5.1. To filter with search:

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**.

	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	15-May-15	15-May-15	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	06-Aug-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

- 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**.



- 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-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
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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**.

	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-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

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.

B	C	D	E
Type	Equipment Detail	Checked Out	Checked In
Camera	Sort A to Z	12-May-15	15-May-15
Camera	Sort Z to A	27-Jul-15	06-Aug-15
Laptop	Sort by Color	04-Oct-15	
Laptop	Clear Filter From "Equipment Detail"	19-Sep-15	
Laptop	Filter by Color	24-Sep-15	26-Sep-15
Laptop	Text Filters		
Other	Search		
Other	☒ (Select All) ☐ 15" EDI SmartPad L200-3 Laptop ☐ 15" EDI SmartPad L200-4X ☒ 17" Saris X-10 Laptop ☐ 32" Paragon 440 OLED TV ☐ 50" Paragon 490L LED TV ☐ 7N Deluxe Camera Travel Bag ☐ 7N Heavy Rolling Laptop Case ☐ 7N Light Rolling Laptop Case ☐ EDI SmartBoard L500-1 ☐ Omega PixL Digital Camcorder ☐ Omega VisX 1.0 ☒ Saris Lumina Digital Camera ☒ Saris Lux T-80 ☒ Saris Lux T-81 Lite		
Projector	OK		
Projector	Cancel		
Tablet			
Tablet			

- 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.

Custom AutoFilter

Show rows where:

Equipment Detail

does not contain

laptop

☒ And
 ☐ Or

Use ? to represent any single character

Use * to represent any series of characters

OK

Cancel

- 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**.

	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-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

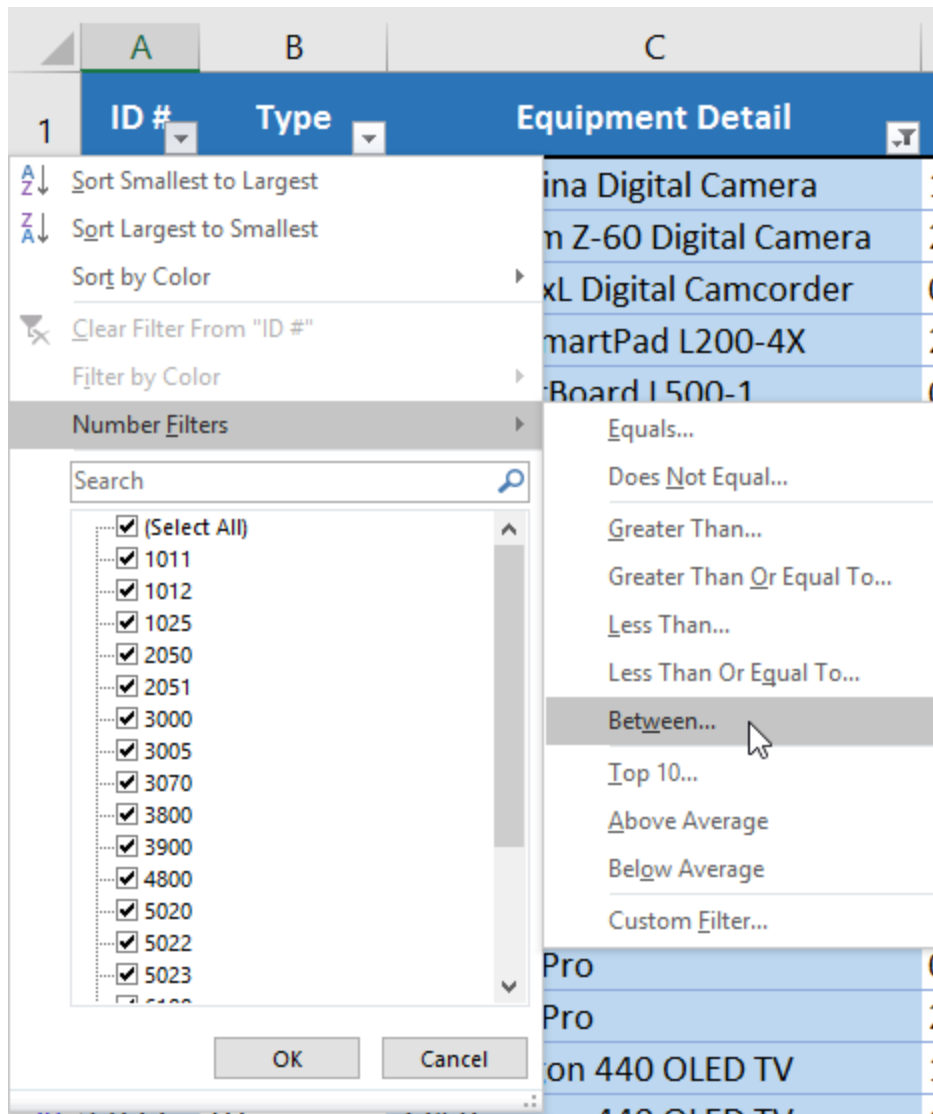
8.5.3. To use advanced number filters:

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.

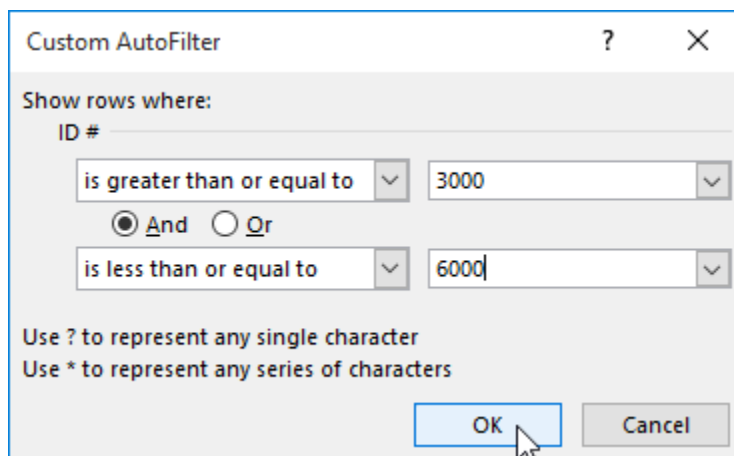
- Select the **Data** tab on the Ribbon, then click the **Filter** command. A **drop-down arrow** will appear in the header cell for each column. **Note:** If you've already added filters to your worksheet, you can skip this step.
- Click the **drop-down arrow** for the column you want to filter. In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

- 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.



- 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.



- 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.

	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-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
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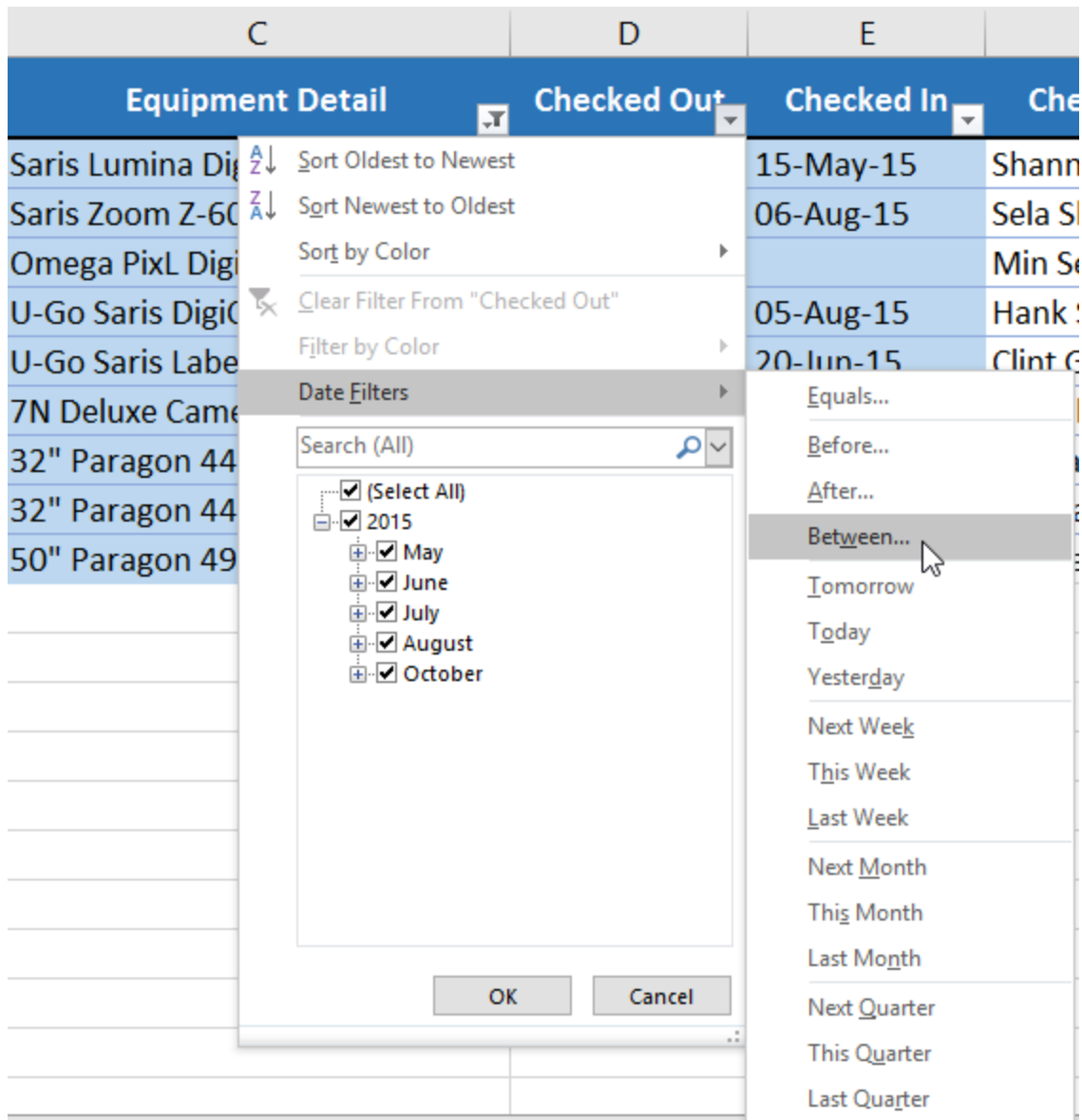
8.5.4. To use advanced date filters:

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.

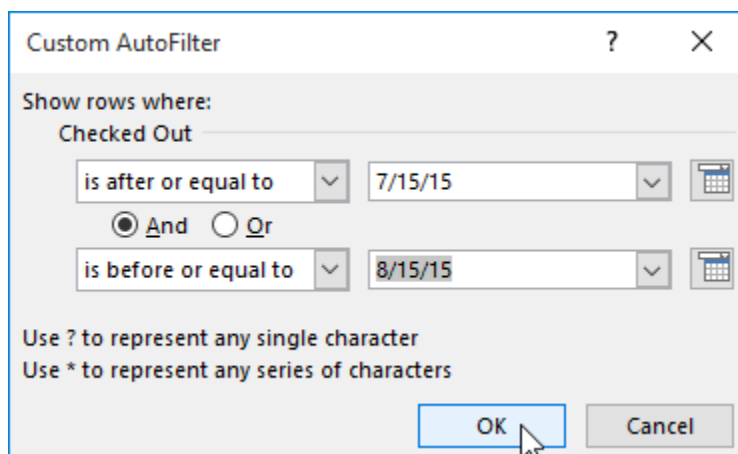
- Select the **Data** tab, then click the **Filter** command. A **drop-down arrow** will appear in the header cell for each column. **Note:** If you've already added filters to your worksheet, you can skip this step.
- Click the **drop-down arrow** for the column you want to filter. In our example, we'll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

- 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.



- 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.



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**.

	A	B	C	D	E	F
1	ID #	Type	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						