



Module 12 : Filter

12.1 Filter

You can filter data in your table when you want to find a subset of data in a specified range. This allows you to work with specific data in the table.

Filtered data will only display the rows that meet criteria you have specified. Once you have filtered data, you can copy, edit, print and format the subset of data you created. The most common way to filter is by using the AutoFilter function. With this function, there are three types of filters. You can filter by list values, by a format or by specified criteria.

To use the Filter function - First click on a range of cells with data that you want filtered.

Then, go to the Data tab and look for the Sort & Filter group and click on the Filter icon. An arrow should appear in the column header, and when you click on the arrow, you can specify the criteria you want to use to filter the data.

You can filter by dates or times, numbers, by top or bottom numbers, by blanks or non-blanks, by text, by cell colour, by font colour, by icon set, or by selection.

Note that if you want to filter by more than one criteria, you can select And, and if you want to filter the column or selection with either or both criteria, you can select Or.

To clear a filter, on the Data tab, in the Sort & Filter group, click Clear.

12.2 Video Instruction

How to Filter in Excel - 7m 05s

12.3 Task

Estimated Time: 10 minutes Download the worksheet that accompanies this video by clicking below. Once downloaded practise filtering in Excel using the video above as a reference.

[Download Worksheet](#)

Option #2: Worksheet without functionality

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