

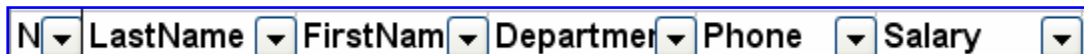
FILTERING

FILTERING A LIST

AutoFilter allows you to view only the records you want to review. The **Filtered List** can be sorted in the same way that the whole database is sorted. When working with a Filtered List, it is possible to filter the records by more than one criterion. Before you can complete this lesson, you need to complete the lesson on **Entering Field Names**.

Using One Criteria

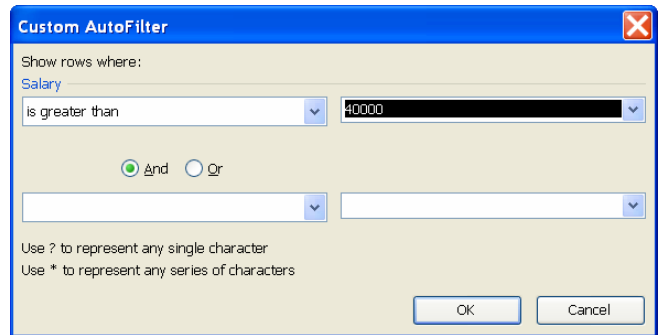
- ❖ Make sure the insertion point is located somewhere in the database.
- ❖ Click **Data** on the **Menu Bar**.
- ❖ Choose **Filtering** from the list of options
- ❖ Click **AutoFilter** from the list of choices that appear.
 - List arrows will appear next to each column label in the list as shown in the illustration below.
 - To see a list of filtering criteria for a specific column, click the list arrow next to the column heading.



- ❖ Click the **AutoFilter** arrow for the **Department** field.
- ❖ Choose **Executive** from the list.
- ❖ The **five records** for the personnel in the **Executive** department should be displayed.

Using More Than One Criteria

- ❖ Click the **AutoFilter** arrow again and choose **All**.
- ❖ All the records in the database should be displayed.
- ❖ Click the **AutoFilter** arrow next to **Salary**.
- ❖ Choose **Custom** from the list of choices.
- ❖ The **Custom Auto Filter** dialog box will appear (see illustration at right).
- ❖ In the **Salary** drop-down arrow choose **is greater than**.
- ❖ In the box next to this one, input **40,000**.
- ❖ Click **OK** to list the **Personnel** who have a salary of more than **\$40,000**.
- ❖ With this **Filter** still applied, click the arrow next to **Department** and choose **Production**.
- ❖ This **Filter** will list all the people whose **Salary** is greater than **\$40,000** and who work in the **Production** department.
- ❖ Click **Data, Filter** on the **Menu Bar**.
- ❖ Click the check box next to **AutoFilter** to remove the **AutoFilter** from the list.
- ❖ All the records in the database will be redisplayed.



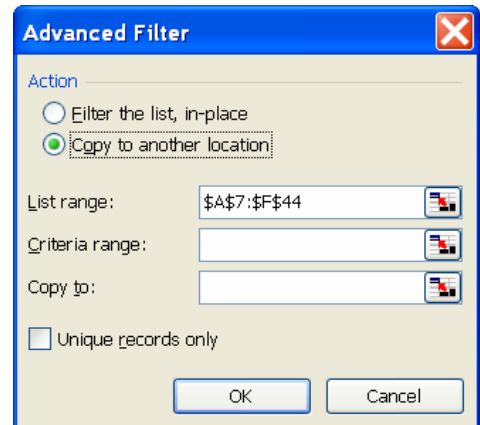
ADVANCED FILTERING

Advanced filtering is used to apply more sophisticated filtering criteria to a worksheet. To set up Advanced Filtering follow the steps below.

Using One Criteria

- ❖ Insert four rows above the column labels for the database.
- ❖ These rows will be used for the criteria range for filtering purposes.

- ❖ Select the column labels from the list.
- ❖ Click the **Copy** button on the **Standard** toolbar.
- ❖ Select the first blank row of the criteria range, cell **A3**.
- ❖ Click the **Paste** button to insert the column headings into **Row 3**.
- ❖ In cell **D4** input **Production**.
- ❖ Click a cell in the database list, below the second row of headings.
- ❖ Click **Data** on the **Menu Bar**.
- ❖ Point to **Filter** from the list that appears.
- ❖ From the next list, click **Advanced Filter**.
- ❖ The **Advanced Filter** dialog box will appear (see illustration on next page).
- ❖ Choose the option to **Copy to another location**. This will copy the filtered information to a specified location in the worksheet.
- ❖ The range for the database list should appear in the **List range** box.
- ❖ Click the **Collapse** button for the **Criteria range** box.
- ❖ Select the range **A3:F4**.
- ❖ Click the **Expand** button to return to the **Advanced Filter** dialog box.
- ❖ To filter the list by copying rows that match your criteria to another area of the worksheet:
 - Click the **Copy to** box.
 - Click the upper-left corner of the area where the rows are to be pasted.
 - For this exercise, select cell **H3**.
- ❖ Click the **Unique records only** check box if you don't want duplicates of records to appear in the filter.
- ❖ Click **OK** to apply the filter.
- ❖ The information meeting the criteria should appear beginning in the range that you specified.



Using More Than One Criteria (Specifying an And Criteria)

- ❖ In cell **F4** input greater than or equal to (**>=40,000**).
- ❖ Click a cell in the database list, below the second row of headings.
- ❖ Click **Data** on the **Menu Bar**.
- ❖ Click **Filter** from the list.
- ❖ Click the **Advanced Filter** option from the next list.
- ❖ Click the option to **Copy to another location**.
- ❖ In the **Copy to** box, click the **Collapse** button and choose cell **H27**.
- ❖ Click the **Expand** button to re-open the dialog box.
- ❖ Click the **Unique Records Only** check box.
- ❖ Click **OK** to run the filter.
- ❖ What does this filter do?

Using More Than One Criteria (Specifying an Or Criteria)

- ❖ In cell **D5** input **Marketing**.
- ❖ Click a cell in the database list, below the second row of headings.
- ❖ Click a cell in the database list, below the second row of headings.
- ❖ Click **Data** on the **Menu Bar**.
- ❖ Click **Filter** from the list.
- ❖ Click the **Advanced Filter** option from the next list.
- ❖ In the **Criteria range** box, change the number **4** to a **5**.
- ❖ Make sure that **Copy to another location** is selected.
- ❖ In the **Copy to** box, click the **Collapse** button.
- ❖ Select cell **H38**.
- ❖ Click the **Expand** button to return to the dialog box.
- ❖ Click **OK** to run the filter.
- ❖ What does this filter do?