

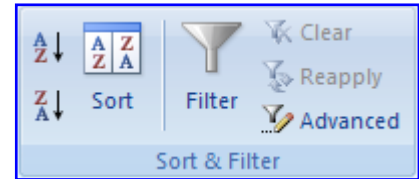
FILTERING

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

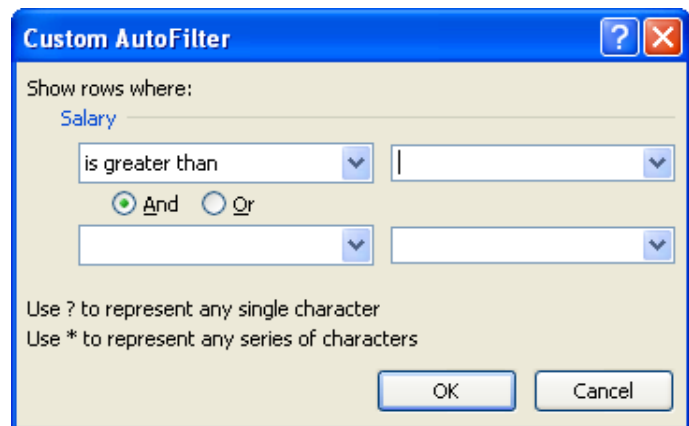
- ❖ Make sure the insertion point is located somewhere in the database.
- ❖ Click the **Data Tab**.
- ❖ In the **Sort and Filter Group**, click the **Filter** button (see illustration at right).
 - List arrows will appear next to each column label in the list as shown in the illustration below.
 - To see a list of filtering criteria for a specific column, click the list arrow next to the column heading.



- ❖ Click the **Filter** arrow for the **Department** field.
- ❖ Click the check box for the **Select All** area to remove the check marks from all the boxes.
- ❖ Click the **Executive** check box.
- ❖ Click the **OK** button to apply the filter.
- ❖ The **five records** for the personnel in the **Executive** department should be displayed.

Using More Than One Criteria

- ❖ Click the **Filter** arrow again and click **Select All**.
- ❖ Click the **OK** button to once again apply the filter.
- ❖ All the records in the database should be displayed.
- ❖ Click the **Filter** arrow next to **Salary**.
- ❖ Click the **Number Filters** link.
- ❖ In the list that appears, click **Greater Than**.
- ❖ The **Custom Auto Filter** dialog box will appear (see illustration at right).
- ❖ The **Salary** box will display **is greater than**.
- ❖ In the box next to the first box, 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.
- ❖ Clear the filter for the **Department** field. To do this:
 - Click the **Filter** arrow.
 - Click **Select All**.



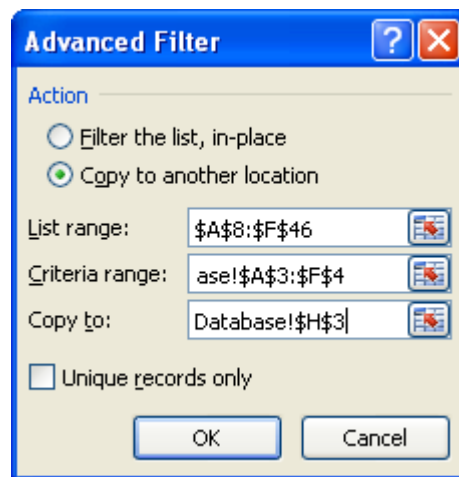
- ❖ Clear the **Filter** from the **Salary** field. To do this:
 - Click the **Filter** arrow for the **Salary** field.
 - Click the **Clear filter from “Salary”** link.
- ❖ The Data Table should appear with all the records displayed.

ADVANCED FILTERING

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

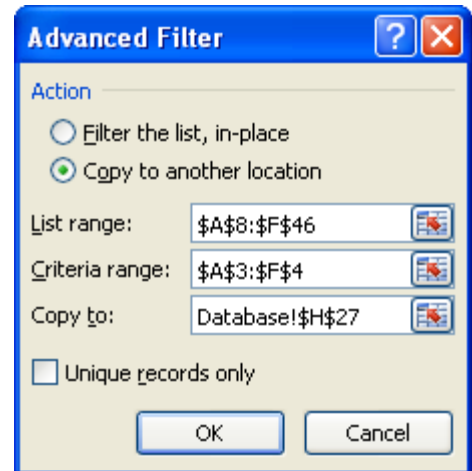
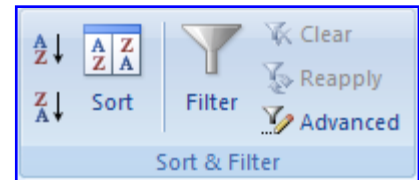
Using One Criteria

- ❖ 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.
- ❖ On the **Home Tab** in the **Clipboard Group**, click the **Copy** button.
- ❖ 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 the **Data Tab**.
- ❖ In the **Sort and Filter Group**, click the **Advanced** button (see illustration at right).
- ❖ The **Advanced Filter** dialog box will appear (see illustration at right).
- ❖ Choose the option **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 duplicate records to appear in the filter.
- ❖ Click **OK** to apply the filter.
- ❖ The information meeting the criteria should appear beginning in the range that was specified in the **Advanced Filter** dialog box.



Using More Than One Criteria (Specifying an And Criteria)

- ❖ In cell F4 input greater than or equal to ($\geq 40,000$).
- ❖ Click a cell in the database list, below the second row of headings.
- ❖ Click the **Data Tab**.
- ❖ In the **Sort and Filter Group**, click the **Advanced** button (see illustration at right).
- ❖ The **Advanced Filter** dialog box will display (see illustration).
- ❖ The information that was specified in the previous filter will still be selected in the List Range and Criteria Range areas.
- ❖ 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.
- ❖ This filter will display the employees in the Production Department that have a Salary greater than or equal to \$40,000.



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 the **Data Tab**.
- ❖ In the **Sort and Filter Group**, click the **Advanced** button (see illustration at right).
- ❖ The **Advanced Filter** dialog box will display (see illustration at right).
- ❖ The List Range and Criteria Range boxes will contain the information from the previous filter.
- ❖ Make sure that **Copy to another location** is selected.
- ❖ In the **Criteria range** box, change the number 4 to a 5.
- ❖ In the **Copy to** box, click the **Collapse** button.
- ❖ Select cell H38.
- ❖ Click the **Expand** button to return to the dialog box.
- ❖ Click the **Unique Records Only** check box.
- ❖ Click **OK** to run the filter.
- ❖ This filter should display:
 - The employees in the Production or Marketing Departments.
 - The Salary for the Employees in the Production Department should be greater than or equal to \$40,000.
 - All Salary ranges for the Marketing Department should be displayed.

