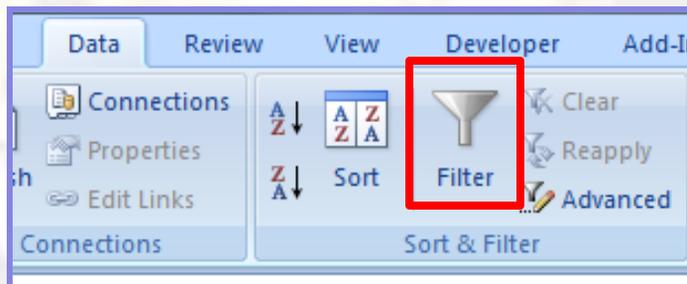# Excel Data Filtering Tip

Are you familiar with using Excel's Data Filtering capability to quickly analyze your data? What if you have a file with 25,000 rows of data and you would like to just review specific rows, such as purchases for Restaurant Location Orlando?

	A	B	C	D	E
1	Vendor Name	Restaurant Location	Order Date	Contact	Shipper
2	ABC Foods	Orlando	01/17/19	Davis	Federal Shipping
3	West Distributors	Orlando	05/08/19	Kaplan	United Package
4	Berglunds Specialties	Miami	10/18/19	Denton	United Package
5	Trader Jerry	Tampa	11/06/19	Kaplan	Federal Shipping
6	Southern Foods	Tampa	03/20/19	Denton	United Package
7	Berglunds Specialties	Miami	06/01/19	Davis	United Package
8	Trader Jerry	Tampa	06/27/19	Buchanan	Speedy Express
9	Eastern Connection	Jacksonville	01/31/19	Davis	Federal Shipping

This Excel Tip will help you understand how to filter the data so that you can easily analyze just a specific subset of data. Filtering will only display records that meet certain criteria. It temporally hides any records that do not meet the criteria.

To start, click in any cell in the worksheet. On the Data tab, in the Sort & Filter group, click **Filter.**

Data	Review	View	Developer	Add-I
Connections	A↓	A Z / Z A	Clear	
Properties	Z↓ Sort	Filter	Reapply	
Edit Links			Advanced	
Connections		Sort & Filter		

Continued on the next page

Excel Data Filtering Tip

Filter arrows appear in the column headers as shown in the screen shot below.

	A	B	C	D	E
1	Vendor Name ▾	Restaurant Location ▾	Order Da ▾	Contac ▾	Shipper ▾
2	ABC Foods	Orlando	01/17/19	Davis	Federal Shipping
3	West Distributors	Orlando	05/08/19	Kaplan	United Package
4	Berglunds Specialties	Miami	10/18/19	Denton	United Package
5	Trader Jerry	Tampa	11/06/19	Kaplan	Federal Shipping

Click the filter arrow in the Restaurant Location column and the Filter menu opens, listing the unique items in the Restaurant Location column. Initially all the items are selected. You can select which items you want to use for filtering by un-checking the unwanted items.
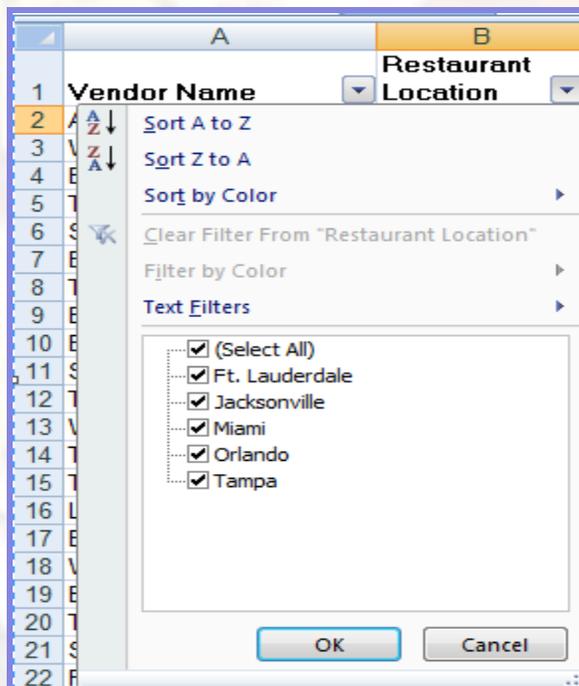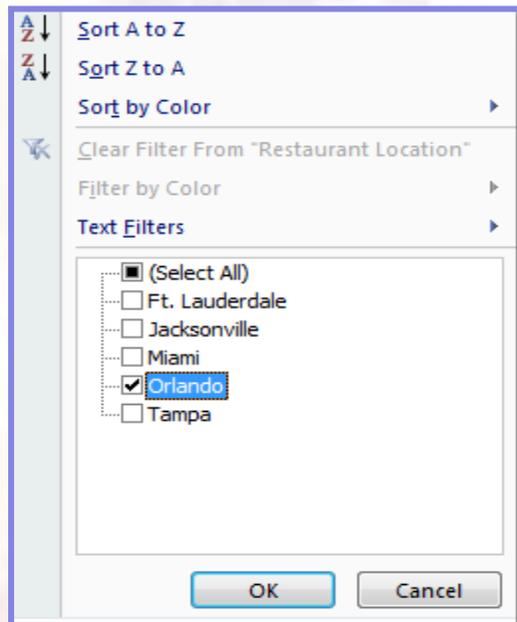
Continued on the next page

Excel Data Filtering Tip

In this case, you want to select the Orlando item. Click the Select All check box. That will un-check all the items. Then check the Orlando item and click the **OK** button.

A↓Z	Sort A to Z
Z↓A	Sort Z to A
	Sort by Color ▸
▼×	Clear Filter From "Restaurant Location"
	Filter by Color ▸
	Text Filters ▸

☐ ■ (Select All)
☐ Ft. Lauderdale
☐ Jacksonville
☐ Miami
☑ Orlando
☐ Tampa

[OK] [Cancel]

The screen shot below shows the filtered data for Orlando. Notice the gaps in the row numbers: 1, 2, 3, 11, 13, 16. That indicates there are hidden rows.

|	A	B	C	D
		Restaurant		
1	Vendor Name ▼	Location ▼	Order Da ▼	Contac ▼
2	ABC Foods	Orlando	01/17/19	Davis
3	West Distributors	Orlando	05/08/19	Kaplan
11	SuperValue	Orlando	03/22/19	Buchanan
13	West Distributors	Orlando	04/17/19	Kaplan
16	LNO-Delicateses	Orlando	05/21/19	Davis
18	West Distributors	Orlando	04/17/19	Kaplan

Continued on the next page

Excel Data Filtering Tip

To remove the filter, on the Data tab, in the Sort & Filter group, click **Clear**. To remove the filter and the arrows, click **Filter.**
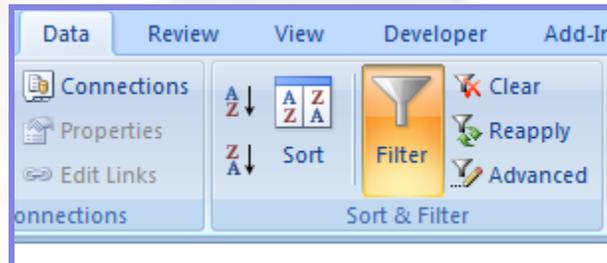
If you want to filter a range of data, such as all Purchases with a Total Value between $100 and $200, you can use **Number Filters – Between** criteria.
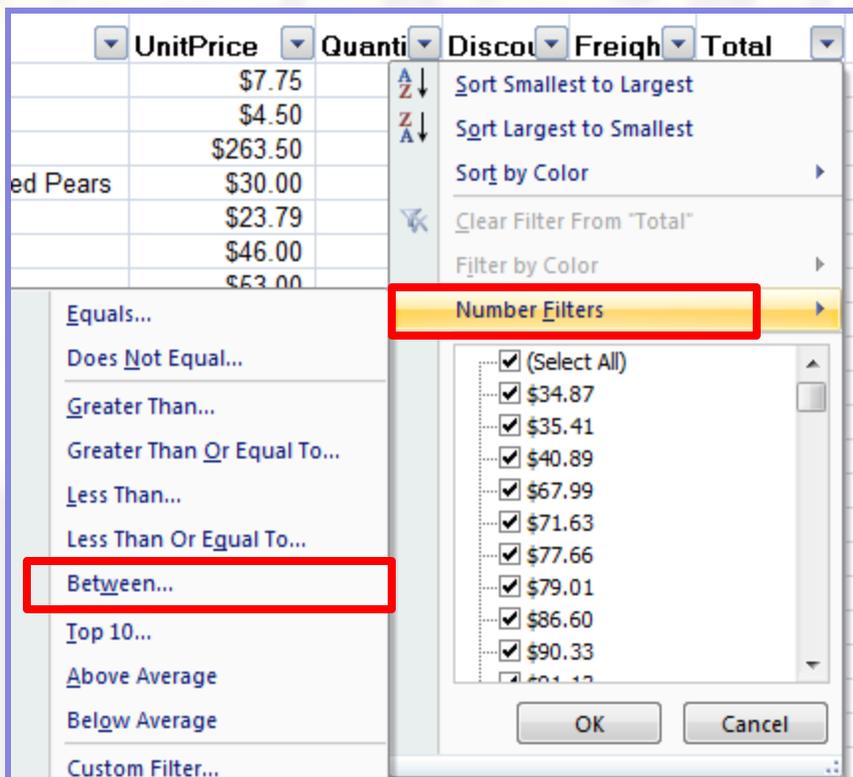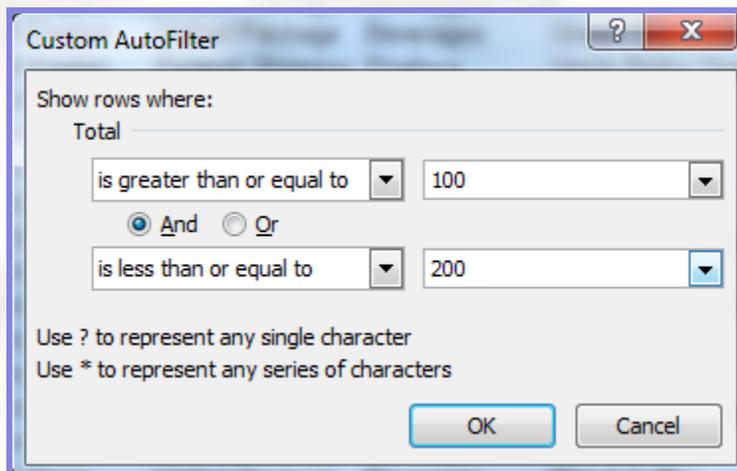

Continued on the next page

Excel Data Filtering Tip

The screen shot below shows how to complete the Number Filters – Between dialog box.

There are several other Number Filters you can use such as **Greater Than** or **Top Ten** that are easy to apply.

You can also apply multiple filters to really focus on the data. For example, if you only want to see records for the Orlando Restaurant Location shipped by United Package, you can apply the filters on each column.

Need Help? Contact Us

Wouldn't your business benefit from implementing our expertise in high level data analysis? Talk to us about how we can help you improve your business, saving you time and money. Info Express Virtual Business Consultants offers Excel data analysis services, Excel coaching, and Excel one-on-one or small group online training as well as other services. See the website for a complete list of the ways we can help you - InfoExpressVBC.com. Please contact us at (561) 289-9484 or sharon_daniel@att.net to discuss your needs.