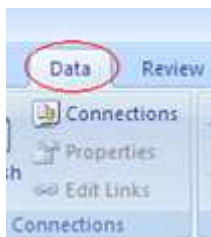


Using the Filter Function in Excel

Filtering data is an easy way to organize, condense, & arrange relevant data. For example, you can filter an “All Schools Demographic” worksheet by school, grade, and/or ethnicity, and compress the data into a more manageable amount.

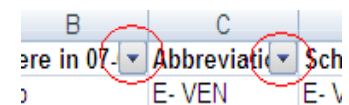
Step 1: Press “Ctrl-A” to select all items on a worksheet



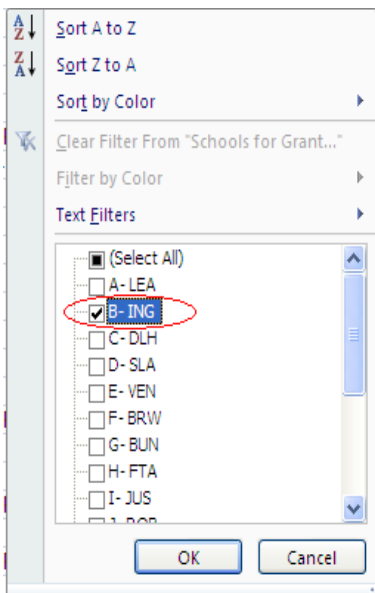
Step 2: At the top of the page, select the “Data” tab.

Step 3: Click the “Filter” icon.

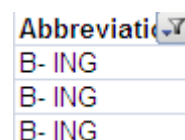
After you do so, drop-down arrows will appear in the first cell of each column



Step 4: Click a drop-down arrow to select or deselect items you want filtered. Use the select all option to quickly select or deselect all items.

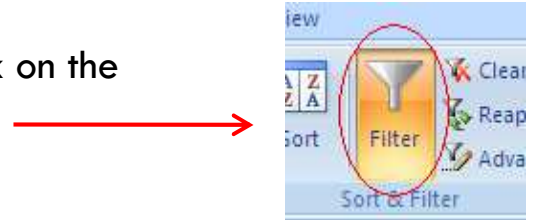


In our example, the column will now only display cells containing the item selected.



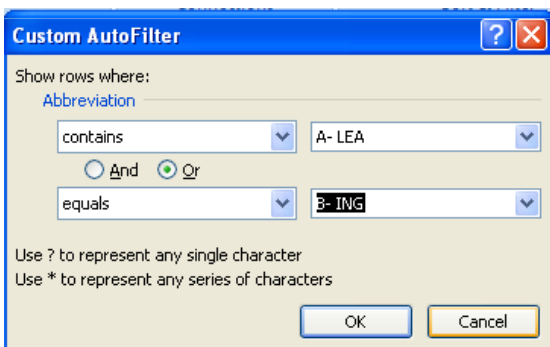
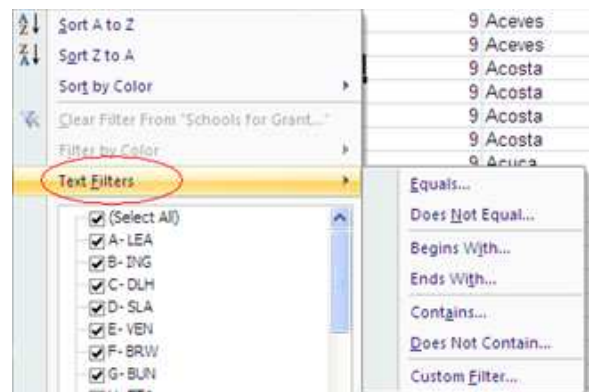
Note: If necessary, you may filter several columns to narrow down your worksheet.

Step 5: To quickly un-filter your Excel document, click on the “Filter” icon again under the “Data” tab.



Another helpful filter is a text filter. Text filters allow you to filter by a combination of letters within a field.

Step 1: From the drop-down menu, select one of the choices from the text filters option.

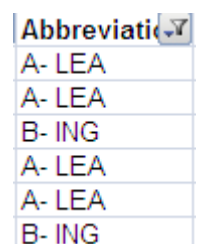


Step 2: A pop-up will open with 4 drop-down boxes.

The left boxes show the rules; the right boxes show the cell values.

You can also type in whole words or parts of words into the cell value boxes.

Step 3: In this example, we’ve selected cells that contain A-LEA or equal B-ING; thus, the column will only display cells with these values.



Step 4: To clear the text filter, click the “Clear Filter...” option or the “Select All” box in the drop-down menu.

