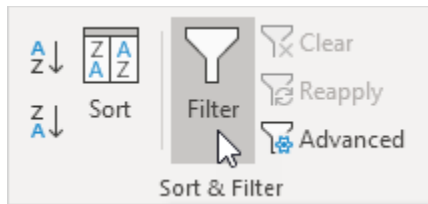# Filter

Filter your Excel data if you only want to display records that meet certain criteria.
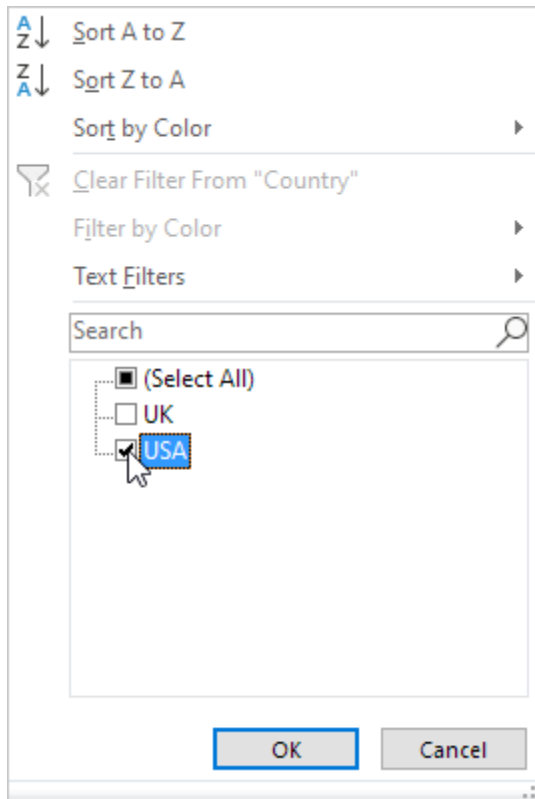
1. Click any single cell inside a data set.

2. On the Data tab, in the Sort & Filter group, click Filter.

Arrows in the column headers appear.

	A	B	C	D	E
1	Last Nan ▾	Sales ▾	Count ▾	Quart ▾	
2	Smith	$16,753.00	UK	Qtr 3	
3	Johnson	$14,808.00	USA	Qtr 4	
4	Williams	$10,644.00	UK	Qtr 2	
5	Jones	$1,390.00	USA	Qtr 3	
6	Brown	$4,865.00	USA	Qtr 4	
7	Williams	$12,438.00	UK	Qtr 1	
8	Johnson	$9,339.00	UK	Qtr 2	
9	Smith	$18,919.00	USA	Qtr 3	
10	Jones	$9,213.00	USA	Qtr 4	
11	Jones	$7,433.00	UK	Qtr 1	
12	Brown	$3,255.00	USA	Qtr 2	
13	Williams	$14,867.00	USA	Qtr 3	
14	Williams	$19,302.00	UK	Qtr 4	
15	Smith	$9,698.00	USA	Qtr 1	
16					

3. Click the arrow next to Country.

4. Click on Select All to clear all the check boxes, and click the check box next to USA.

5. Click OK.
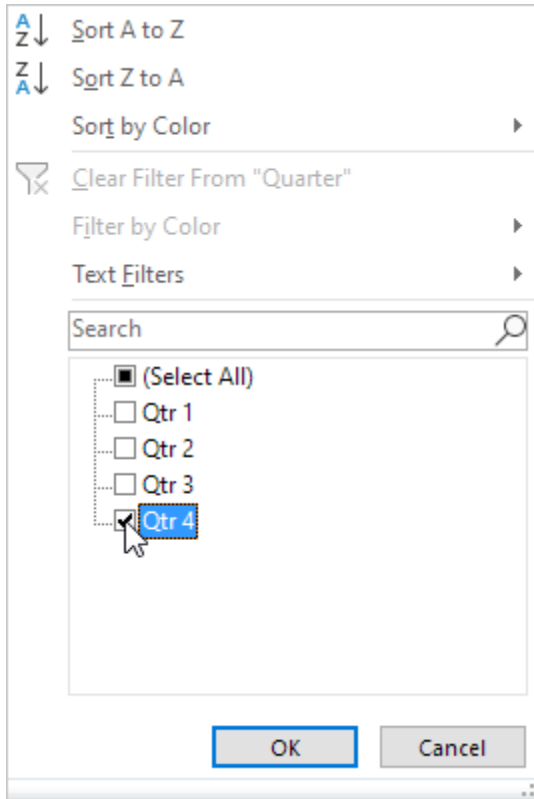
Result. Excel only displays the sales in the USA.

	A	B	C	D	E
1	Last Nan ▼	Sales ▼	Count 🔽	Quart ▼	
3	Johnson	$14,808.00	USA	Qtr 4	
5	Jones	$1,390.00	USA	Qtr 3	
6	Brown	$4,865.00	USA	Qtr 4	
9	Smith	$18,919.00	USA	Qtr 3	
10	Jones	$9,213.00	USA	Qtr 4	
12	Brown	$3,255.00	USA	Qtr 2	
13	Williams	$14,867.00	USA	Qtr 3	
15	Smith	$9,698.00	USA	Qtr 1	
16					

6. Click the arrow next to Quarter.

7. Click on Select All to clear all the check boxes, and click the check box next to Qtr 4.

8. Click OK.
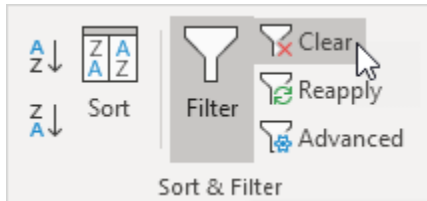
Result. Excel only displays the sales in the USA in Qtr 4.

	A	B	C	D	E
1	Last Nan ▾	Sales ▾	Count ⛛	Quart ⛛	
3	Johnson	$14,808.00	USA	Qtr 4	
6	Brown	$4,865.00	USA	Qtr 4	
10	Jones	$9,213.00	USA	Qtr 4	
16					

9. To remove the filter, on the Data tab, in the Sort & Filter group, click Clear. To remove the filter and the arrows, click Filter.

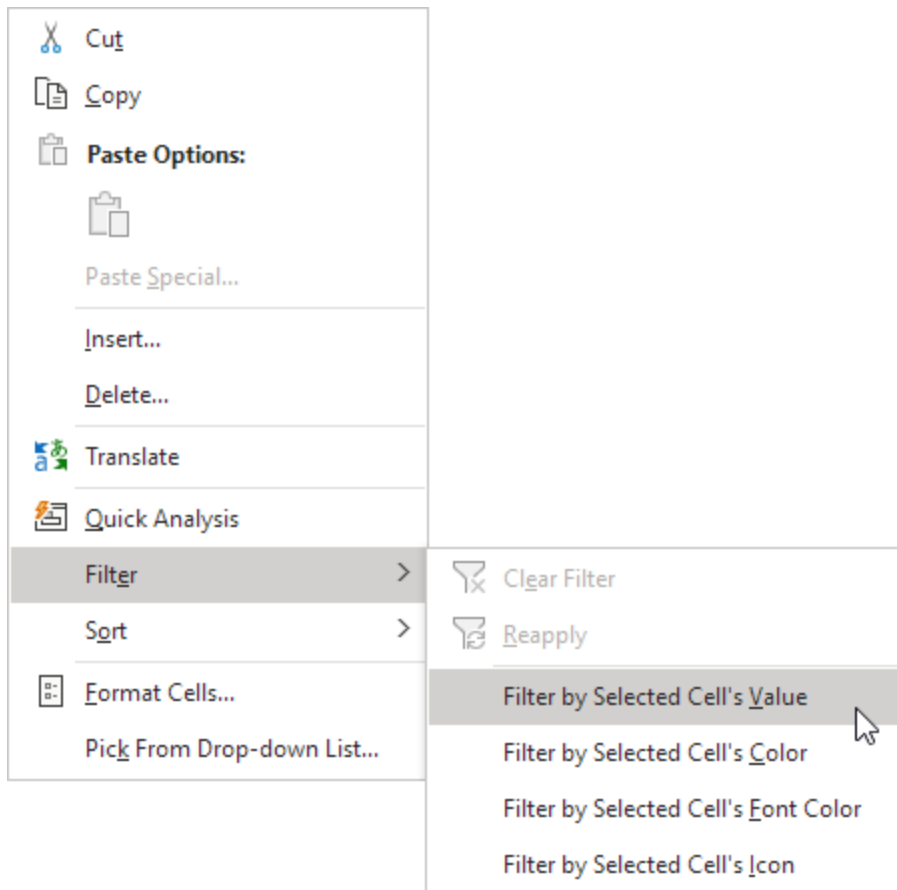There's a quicker way to filter Excel data.

10. Select a cell.

	A	B	C	D	E
1	Last Name	Sales	Country	Quarter	
2	Smith	$16,753.00	UK	Qtr 3	
3	Johnson	$14,808.00	USA	Qtr 4	
4	Williams	$10,644.00	UK	Qtr 2	
5	Jones	$1,390.00	USA	Qtr 3	
6	Brown	$4,865.00	USA	Qtr 4	
7	Williams	$12,438.00	UK	Qtr 1	
8	Johnson	$9,339.00	UK	Qtr 2	
9	Smith	$18,919.00	USA	Qtr 3	
10	Jones	$9,213.00	USA	Qtr 4	
11	Jones	$7,433.00	UK	Qtr 1	
12	Brown	$3,255.00	USA	Qtr 2	
13	Williams	$14,867.00	USA	Qtr 3	
14	Williams	$19,302.00	UK	Qtr 4	
15	Smith	$9,698.00	USA	Qtr 1	
16					

11. Right click, and then click Filter, Filter by Selected Cell's Value.

Cut

Copy

Paste Options:

Paste Special...

Insert...

Delete...

Translate

Quick Analysis

Filter   >   Clear Filter

Sort   >   Reapply

Format Cells...   Filter by Selected Cell's Value

Pick From Drop-down List...   Filter by Selected Cell's Color

Filter by Selected Cell's Font Color

Filter by Selected Cell's Icon

Result. Excel only displays the sales in the USA.

	A	B	C	D	E
1	Last Nan ▼	Sales ▼	Count ▼	Quart ▼	
3	Johnson	$14,808.00	USA	Qtr 4	
5	Jones	$1,390.00	USA	Qtr 3	
6	Brown	$4,865.00	USA	Qtr 4	
9	Smith	$18,919.00	USA	Qtr 3	
10	Jones	$9,213.00	USA	Qtr 4	
12	Brown	$3,255.00	USA	Qtr 2	
13	Williams	$14,867.00	USA	Qtr 3	
15	Smith	$9,698.00	USA	Qtr 1	
16					

Note: simply select another cell in another column to further filter this data set.