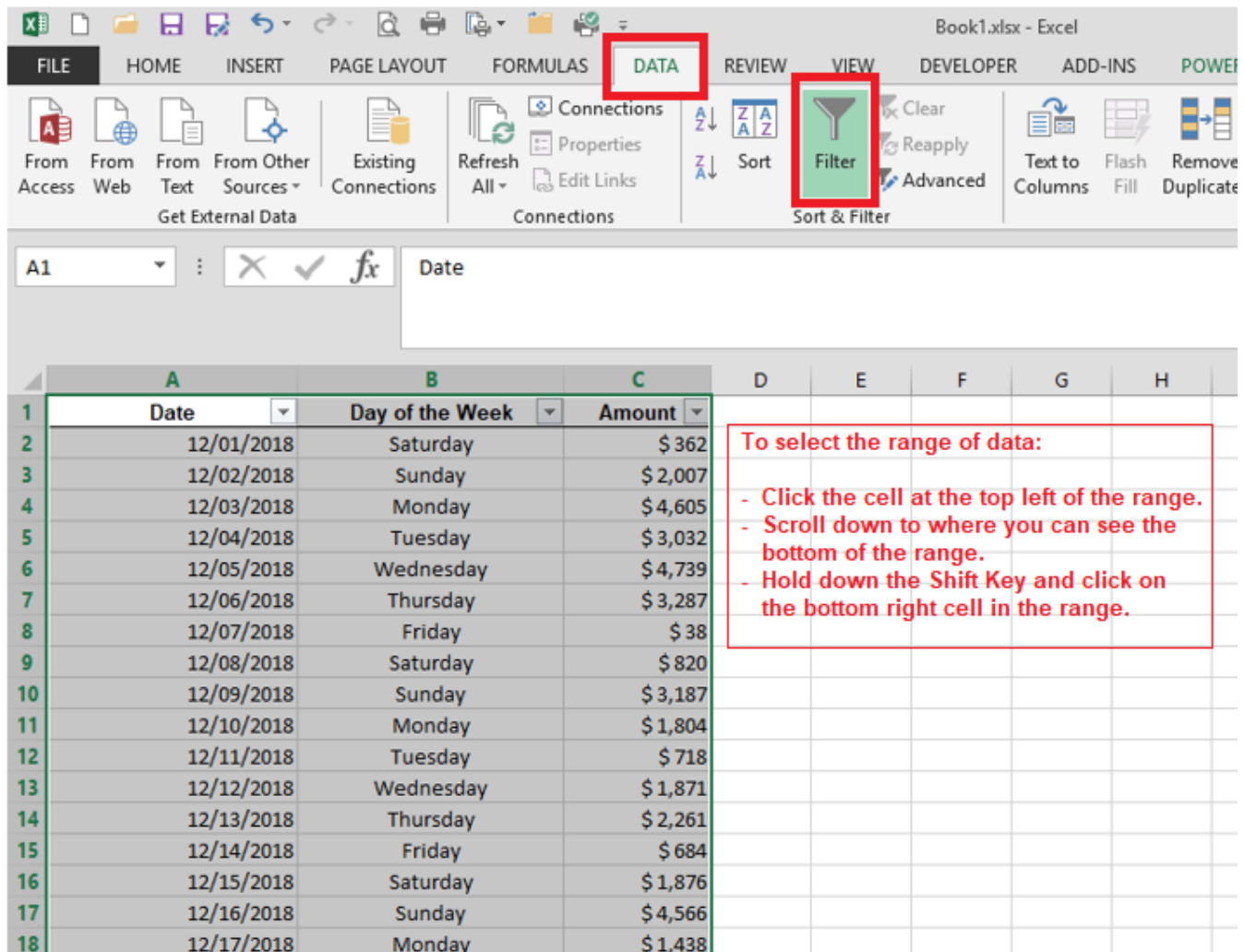**Excel Tips**
by Lisa Lezell

Using AutoFilter

Do you have an existing spreadsheet with too much data to make sense of? Try using Excel's AutoFilter next time to allow you to view only what you need, while hiding all of the excess data.

In the examples below, we have a set of data with information for the month of December 2018. Our goal is to filter this information in various ways to make it more useful for analysis:

Step 1 – Apply the AutoFilter to the data

   a.   Select the range of data you want to work with and select the Filter option from Data tab on the Excel ribbon

   b.   You should now have the drop-down menus on each of your header cells, which can be used to select the rows to be displayed based on a number of criteria including:

Step 2 – Using Filters

   a.   Using Text or Number Filters to allow you to filter based on a specific value or text, a range of values, or text matching certain criteria.

      i.   In the example below, we will filter the Amount column to see which days in December had greater than $4,000.
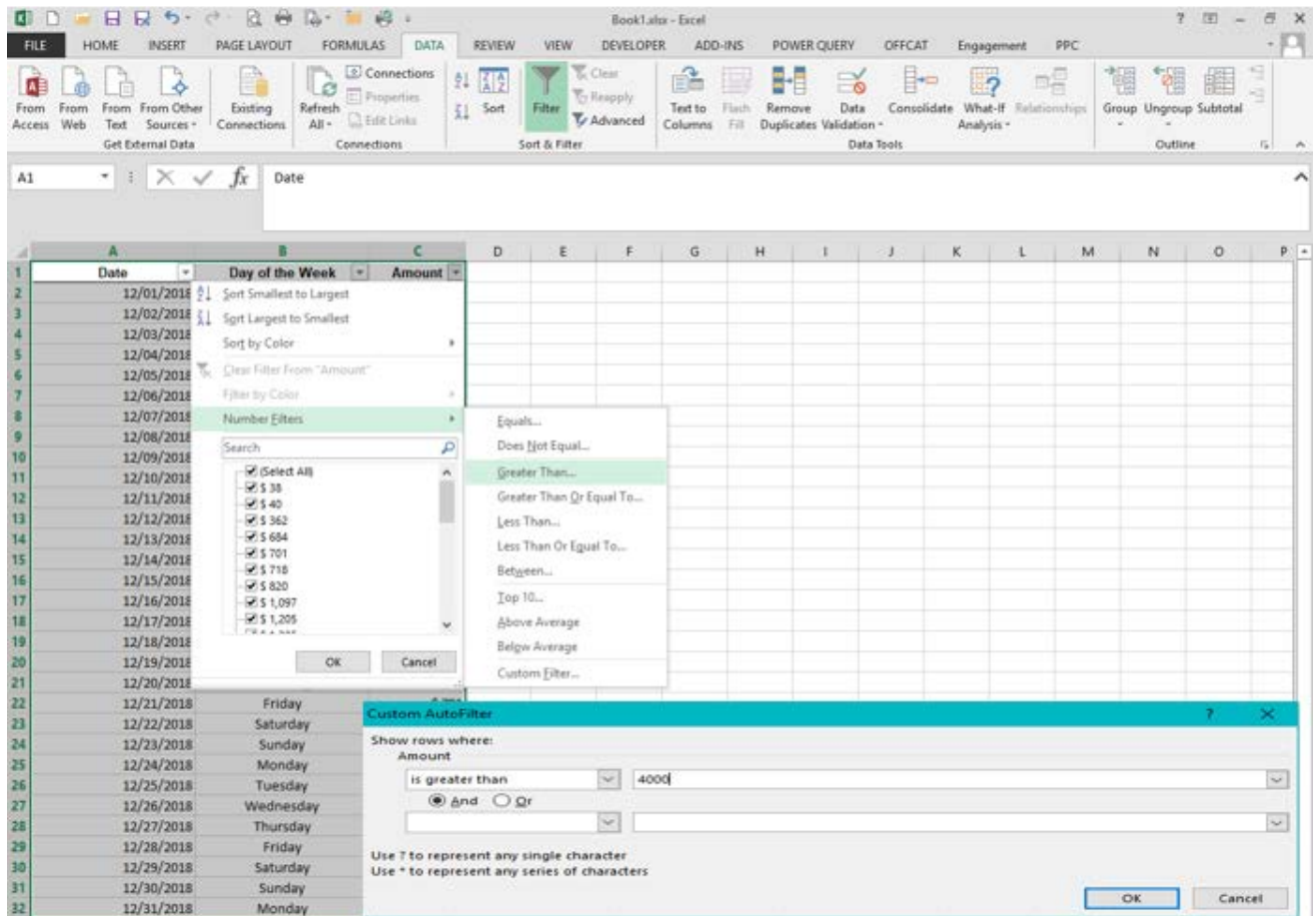
b. Using Filter by Color to allow you to filter based on the formatting of the cell or text within a cell.*
   i.   In this example, the data came with various cells highlighted in yellow as important dates. We will use the filter to show only those dates highlighted as important.
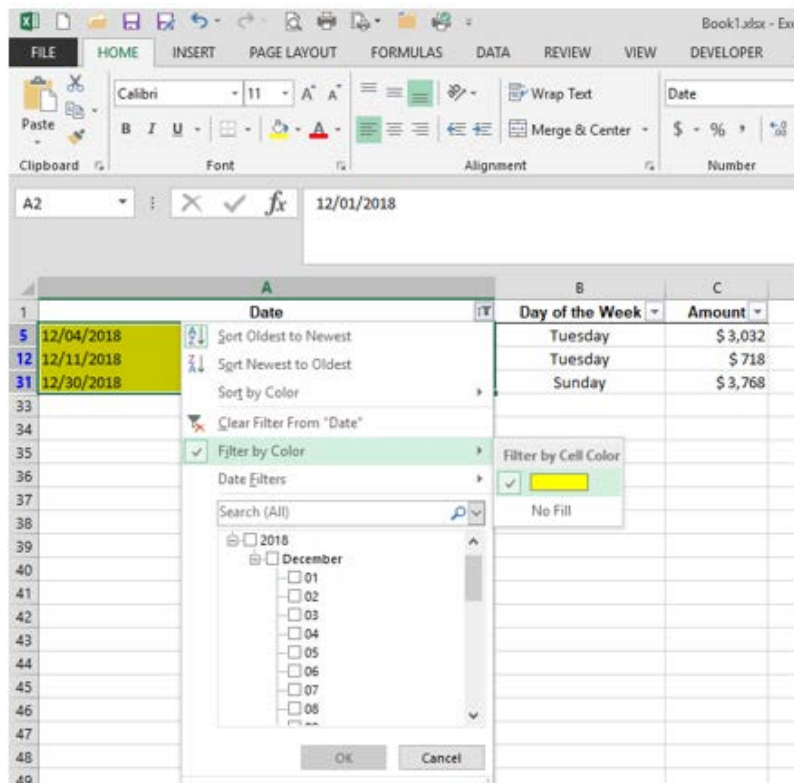

For more advanced Excel users, this format filtering can be particularly useful when combined with Excel's Conditional Formatting.

c. You can also use the Sort function directly from the AutoFilter drop down menu to allow you to sort your data by size, color, or custom criteria.
    i. In the example below, we will sort the Amount column from largest to smallest value.
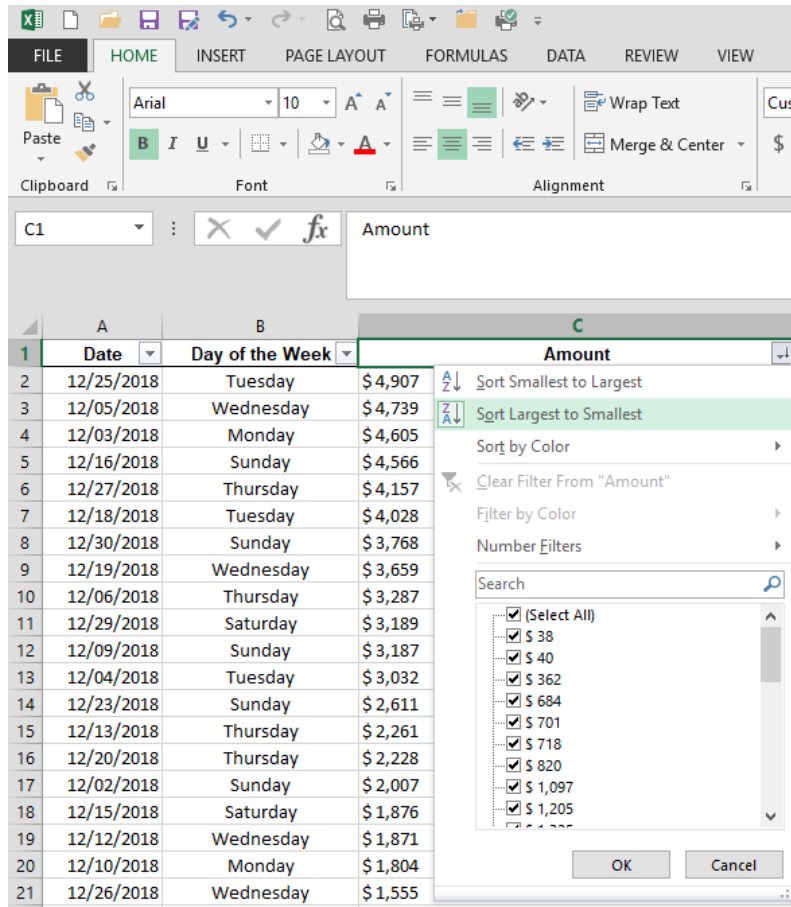
Step 3 – Removing AutoFilter

a. To remove the AutoFilter from your data, simply go back to the Data tab on the Excel ribbon and click on the Filter option again
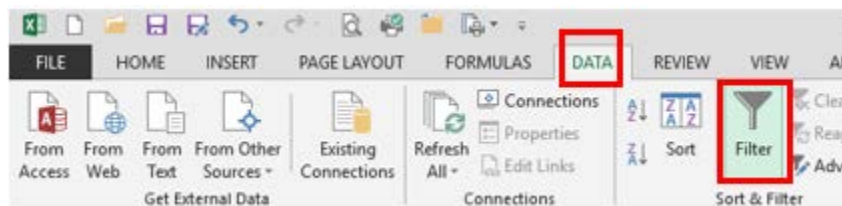
*A**nd as always, we are here to help with any of your questions or needs.*