Filtering and Sorting Data

Filter data by using an AutoFilter

By filtering information in a worksheet, you can find values quickly. You can filter on one or more columns of data. With filtering, you can control not only what you want to see, but what you want to exclude. You can filter based on choices you make from a list, or you can create specific filters to focus on exactly the data that you want to see.

You can search for text and numbers when you filter by using the Search box in the filter interface.

When you filter data, entire rows are hidden if values in one or more columns don't meet the filtering criteria. You can filter on numeric or text values, or filter by color for cells that have color formatting applied to their background or text.

How?

Select the data that you want to filter

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

2. Click the arrow in the column header to display a list in which you can make filter choices.

Note Depending on the type of data in the column, Microsoft Excel displays either Number Filters or Text Filters in the list.

Filter by selecting values or searching

Selecting values from a list and searching are the quickest ways to filter. When you click
the arrow in a column that has filtering enabled, all values in that column appear in a list.

1. Use the Search box to enter text or numbers on which to search
2. Select and clear the check boxes to show values that are found in the column of data
3. Use advanced criteria to find values that meet specific conditions

1. To select by values, in the list, clear the (Select All) check box. This removes the check marks from all the check boxes. Then, select only the values you want to see, and click OK to see the results.
2. To search on text in the column, enter text or numbers in the Search box. Optionally, you can use wildcard characters, such as the asterisk (*) or the question mark (?). Press ENTER to see the results.

Filter data by specifying conditions

By specifying conditions, you can create custom filters that narrow down the data in the exact way that you want. You do this by building a filter. If you've ever queried data in a database, this will look familiar to you.

1. Point to either Number Filters or Text Filters in the list. A menu appears that allows you to filter on various conditions.
2. Choose a condition and then select or enter criteria. Click the And button to combine criteria (that is, two or more criteria that must both be met), and the Or button to require only one of multiple conditions to be met.
3. Click OK to apply the filter and get the results you expect.

Sort data in a worksheet
When you sort information in a worksheet, you can see data the way you want and find values quickly. You can sort a range or table of data on one or more columns of data; for example, you can sort employees first by department and then by last name.

**How?**

**Select the data that you want to sort**

- Select a range of data, such as A1:L5 (multiple rows and columns) or C1:C80 (a single column). The range can include titles that you created to identify columns or rows.

### 1. Sort quickly

1. Select a single cell in the column on which you want to sort.
2. Click to perform an ascending sort (A to Z or smallest number to largest).
3. Click to perform a descending sort (Z to A or largest number to smallest).

### Sort by specifying criteria

You can choose the columns on which to sort by clicking the Sort command in the Sort & Filter group on the Data tab.

1. Select a single cell anywhere in the range that you want to sort.
2. On the Data tab, in the Sort & Filter group, click Sort.
The **Sort** dialog box appears.

3. In the **Sort by** list, select the first column on which you want to sort.
4. In the **Sort On** list, select either **Values**, **Cell Color**, **Font Color**, or **Cell Icon**.
5. In the **Order** list, select the order that you want to apply to the sort operation — alphabetically or numerically ascending or descending (that is, A to Z or Z to A for text or lower to higher or higher to lower for numbers).