

Microsoft Office Virtual Learning

Filtering Data

May 19, 2020



Lesson: **May 19 2020**

Objective/Learning Target:

Students will learn how to filter data in Excel and Google Sheets

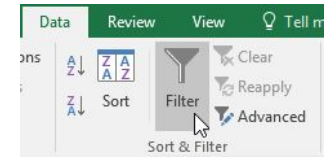


Introduction

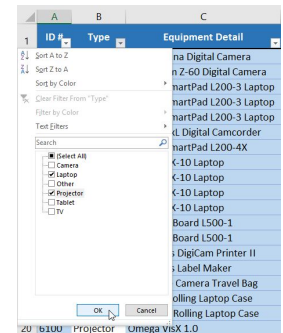
If your worksheet contains a lot of content, it can be difficult to find information quickly. Filters can be used to narrow down the data in your worksheet, allowing you to view only the information you need.

To Filter Data

- In order for filtering to work correctly, your worksheet should include a header row, which is used to identify the name of each column. In our example, our worksheet is organized into different columns identified by the header cells in row 1: ID#, Type, Equipment Detail, and so on.
- Select the Data tab, then click the Filter command.
- A drop-down arrow will appear in the header cell for each column.
- Click the drop-down arrow for the column you want to filter. In our example, we will filter column B to view only certain types of equipment.
- The Filter menu will appear.
- Uncheck the box next to Select All to quickly deselect all data.
- Check the boxes next to the data you want to filter, then click OK. In this example, we will check Laptop and Projector to view only these types of equipment.
- The data will be filtered, temporarily hiding any content that doesn't match the criteria. In our example, only laptops and projectors are visible.



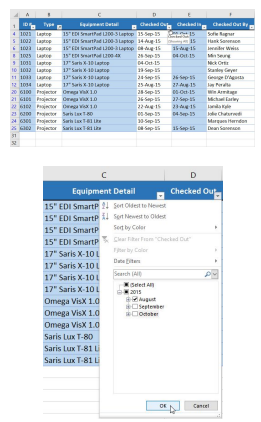
	A	B	C
1	ID #	Type	Equipment Detail
2	3000	Camera	Minna Digital Camera
3	3005	Camera	Canon Z-60 Digital Camera
4	1021	Laptop	15" EDI SmartPad L200-3
5	1022	Laptop	15" EDI SmartPad L200-3
6	1023	Laptop	15" EDI SmartPad L200-3



To Apply Multiple Filters

Excel

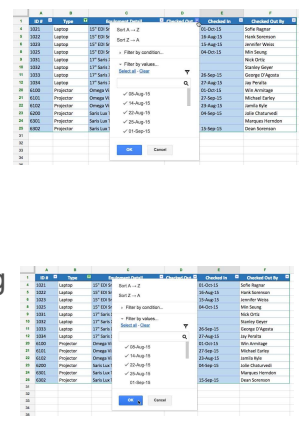
- Click the drop-down arrow for the column you want to filter. In this example, we will add a filter to column D to view information by date.
- The Filter menu will appear.
- Check or uncheck the boxes depending on the data you want to filter, then click OK. In our example, we'll uncheck everything except for August.
- The new filter will be applied. In our example, the worksheet is now filtered to show only laptops and projectors that were checked out in August.



	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	16-Aug-15	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15	Jennifer Weiss
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15	Jay Peralta
22	6102	Projector	Omega ViSX 1.0	22-Aug-15	23-Aug-15	Jamila Kyle
31						
32						

Google Sheets

- Click the drop-down arrow for the column you want to filter. In this example, we will add a filter to column D to view information by date.
- Check or uncheck the boxes depending on the data you want to filter, then click OK. In our example, we'll uncheck everything except for August.
- The new filter will be applied. In our example, the worksheet is now filtered to show only laptops and projectors that were checked out in August.



	A	B	C	D	E	F	G
5	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By	
6	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	16-Aug-15	Hank Sorenson	
12	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15	Jennifer Weiss	
16	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15	Jay Peralta	
22	6102	Projector	Omega ViSX 1.0	22-Aug-15	23-Aug-15	Jamila Kyle	
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32							

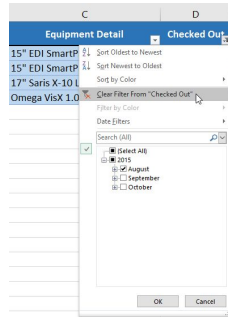
To Clear all Filters

Excel

- Click the drop-down arrow for the filter you want to clear. In our example, we'll clear the filter in column D.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	Checked Out By: Hank Sorenson	
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	Checked In: Jennifer Weiss	
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15	Jay Peralta
22	6102	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15	Jamila Kyle
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- The Filter menu will appear.
- Choose Clear Filter From [COLUMN NAME] from the Filter menu. In our example, we'll select Clear Filter From "Checked Out".
- The filter will be cleared from the column. The previously hidden data will be displayed



	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
4	1003	Laptop	15" EDI SmartPad L200-3 Laptop	15-Aug-15	Checked In: Hank Sorenson	
5	1002	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	Checked In: Jennifer Weiss	
6	1003	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	Checked In: Jennifer Weiss	
8	1005	Laptop	17" Saris X-10 Laptop	26-Sep-15	04-Oct-15	Ann Neary
9	1003	Laptop	17" Saris X-10 Laptop	14-Sep-15	23-Sep-15	Ann Neary
10	1000	Laptop	15" Saris X-10 Laptop	19-Sep-15	20-Sep-15	Sandra Gray
11	1003	Laptop	17" Saris X-10 Laptop	14-Sep-15	20-Sep-15	George Pappas
12	1003	Laptop	17" Saris X-10 Laptop	21-Sep-15	20-Sep-15	Sue Priddy
20	6100	Projector	Omega VisX 1.0	28-Sep-15	03-Oct-15	Van Arntlage
21	6100	Projector	Omega VisX 1.0	19-Sep-15	23-Sep-15	Richard Coffey
22	6100	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15	Jamila Kyle
23	6100	Projector	Saris LX 1.0	09-Sep-15	09-Sep-15	John Chavand
24	6100	Projector	Saris LX 1.0	10-Sep-15	10-Sep-15	Manya Hernandez
25	6100	Projector	Saris LX 1.0	08-Sep-15	15-Sep-15	Cheryl Sorenson
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Sheets

- Click the Filter button, and the spreadsheet will return to its original appearance.



F	G	H
Checked Out By		
Shannon Nguyen		
Sela Shenard		

For More Resources:

Microsoft Excel:

<https://edu.gcfglobal.org/en/excel2016/filtering-data/1/>

Google Sheets:

<https://edu.gcfglobal.org/en/googlespreadsheets/sorting-and-filtering-data/1/>