


Filtering Data

Filtering provides a quick and easy way to find and work with a subset of data in a range. AutoFilter allows you to filter lists to show only the data that meets the criteria that you specify.

Do any of the following:


Filter for the top or bottom set of values or percentages

1. Click a cell in the range that you want to filter.
2. On the **Data** menu, point to **Filter**, and then click **AutoFilter**.
3. Click the arrow  next to the column heading in the column that contains the content that you want to filter, and then click (**Show Top 10...**).
4. Do one of the following:

To filter for the	Do this
Top numbers by value	On the pop-up menus, click Top and Items .
Bottom numbers by value	On the pop-up menus, click Bottom and Items .
Top numbers by percentage	On the pop-up menus, click Top and Percent .
Bottom numbers by percentage	On the pop-up menus, click Bottom and Percent .

5. In the box in the middle, enter the number that you want to use.


Filter blank or nonblank cells

1. Click a cell in the range that you want to filter.
2. On the **Data** menu, point to **Filter**, and then click **AutoFilter**.
3. Click the arrow  next to the column heading in the column that contains the content that you want to filter, and then do one of the following:

To filter for	Do this
Blank cells	Click (Show Blanks).
Cells that contain data	Click (Show NonBlanks).

4. **Note** These options are available only if the column that you want to filter contains a blank cell.


Filter for specific text

1. Click a cell in the range that you want to filter.
2. On the **Data** menu, point to **Filter**, and then click **AutoFilter**.
3. Click the arrow  next to the column heading in the column that contains the content that you want to filter, and then click (**Custom Filter...**).
4. Do one of the following:

To filter the range for	Do this
Rows that contain specific text	On the first pop-up menu, click contains or equals .
Rows that do not contain specific text	On the first pop-up menu, click does not contain or does not equal .

5. In the box next to the pop-up menu, enter the text that you want to use.

Filter for the beginning or end of a line of text


1. Click a cell in the range that you want to filter.
2. On the **Data** menu, point to **Filter**, and then click **AutoFilter**.
3. Click the arrow  next to the column heading in the column that contains the content that you want to filter, and then click (**Custom Filter...**).
4. Do one of the following:

To filter for	Do this
The beginning of a line of text	On the first pop-up menu, click begins with .
The end of a line of text	On the first pop-up menu, click ends with .
Cells that contain text but do not begin with letters	On the first pop-up menu, click does not begin with .
Cells that contain text but do not end with letters	On the first pop-up menu, click does not end with .

5. In the box next to the pop-up menu, enter the text that you want to use.

Remove or reapply a filter

Do any of the following:

To	Do this
Remove a filter applied to one column in a range or list	Click the arrow  next to the column heading in the column that contains the content that you want to filter, and then click (Show All).
Remove filters applied to all columns in a range or list	On the Data menu, point to Filter , and then click Show All .
Remove or reapply the filter arrows from a range or list	On the Data menu, point to Filter , and then click AutoFilter .