

Filtering Your Table

Excel 2007 lets you filter *Table* data according to specific criteria. Any data not matching the specified criteria is hidden from view. Filtered data, however, can be easily viewed again by removing the filter. Filtering is especially useful in large tables when you need to work only with records meeting your precise criteria. This document shows you how to filter *Tables* in Excel 2007.

Cautions for Working with Filters

When *Table* filtering is enabled, some Excel commands will produce different results. These can include:

- Cell formatting affects only visible *Table* cells
- When printing the *Table*, only visible cells will be printed
- The *Sort* command will affect visible cells
- When deleting data from the *Table*, entire rows must be deleted

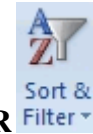
NOTE: You know filtering is enabled whenever you see the filter buttons at the top of each *Table* column. For a graphic depicting a *Table* with filtering enabled, refer to [Tables Overview: Table Terms](#).

Using Table Filters

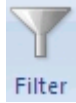
The buttons for *Table* filters are added to each column of your *Table*. When accessed, they display column-specific pull-down menus from which you can set up a filter. For most *Tables* filtering, this might be all you need. However, when you want to perform more complex filtering, or create a copy of your filtered information, you should use [Advanced Filter](#).

Activating Table Filters

1. Select a cell within the *Table*






2. From the *Home* command tab, in the *Editing* group, click **SORT & FILTER** select **Filter OR** from the *Data* command tab, in the *Sort & Filter* group, click **FILTER**



AutoFilter buttons appear at the top of each column of the selected *Table*.

Running Table Filters

1. Activate Table Filtering
2. In the column you want to filter, click the  the *Table* filter pull-down list appears, including a submenu of column-specific records you can use to filter your table.
NOTE: By default, all records are selected (i.e., set to display).
3. To filter the selected column, deselect the records you do not want displayed (i.e., be sure that only the records you want displayed are selected)
4. Click **OK** all rows fitting the criteria of the selected column are displayed.
NOTES: When you use *AutoFilter* within a *Table*, the row numbers of the displayed records turn blue, and the filter results appear in the status bar (e.g., 1 of 12 records found). The button at the top of the column changes to .
5. To remove the filter from your *Table*, in the filtered column, click the  » select **Clear Filter From...**

Using Custom AutoFilter

Custom *AutoFilter* allows you to filter a range of information and/or set multiple criteria.

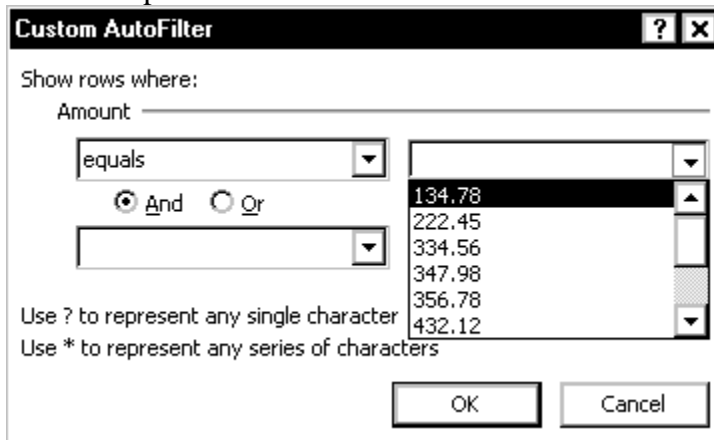
1. Activate Table Filtering
2. In the column you want to filter, click the  » select **Text Filters** or **Number Filters** » **Custom Filter...**


The *Custom AutoFilter* dialog box appears.

NOTES: If a column contains text, the *Table* filter pull-down list provides *Text Filters*; if the column contains numbers, *Number Filters* are provided.

In the dialog box below, the column, being filtered is called *Amount* and contains values ranging from 134.78 to 987.32, which are displayed in ascending order in the *Custom*

AutoFilter pull-down list.



3. In the *Comparison Operator* pull-down list, select a type of comparison
EXAMPLE: Select *is greater than*
4. In the *Corresponding* pull-down list, select or type a criteria value
EXAMPLE: Type **300**
5. OPTIONAL: If you want multiple criteria, select either *And* or *Or* and repeat steps 3 and 4
EXAMPLE: In the *Comparison Operator* pull-down list, select *is less than*
In the *Corresponding* pull-down list, type **500**
6. Click **OK** your *Table* is filtered to display rows in the selected column containing values between 300 and 500
7. To remove the filter from your *Table*, in the filtered column, click the  » select **Clear Filter From...**


Turning Off the AutoFilter

1. Select a cell within the *Table*



2. From the *Home* command tab, in the *Editing* group, click **SORT & FILTER** »
deselect **Filter OR** from the *Data* command tab, in the *Sort & Filter* group, click



FILTER  *AutoFilter* is disabled; the *AutoFilter* buttons are removed from the *Table*.

Using Advanced Filter

Excel's *Advanced Filter* has advantages not offered by the standard filter, such as its complex "and/or" filtering options. It also lets you move filtered *Table* data to a different area of the current worksheet.

Before You Start

Creating a criteria range

a criteria range consists of at least two rows. The first row must contain a column label, the other must provide a filtering condition.

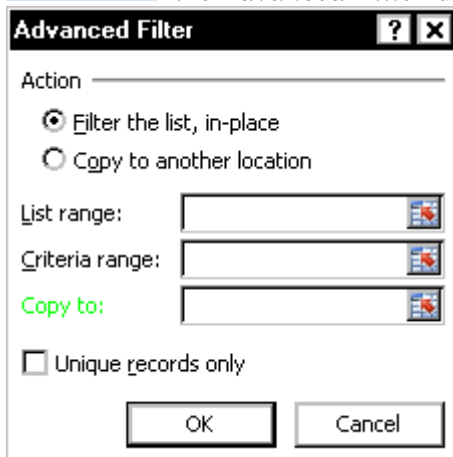
For example, if your *Table* has a column labeled *Assignment*, the top row of the criteria could be *Assignment* (i.e., the column label), and the next row could be the name of a particular assignment (i.e., the condition) you want filtered.




Additional filtering conditions can be established in subsequent rows, allowing you to establish a complex filter. At least one blank row must separate your *Table* from your criteria range. For more information on criteria, refer to Establishing Criteria.


Running an Advanced Filter

1. Create a criteria range within your worksheet
2. Select any cell within your *Table*
3. From the *Data* command tab, *Sort & Filter* group, click **ADVANCED FILTER**

 the *Advanced Filter* dialog box appears.




4. If you want the filter to replace the current *Table*, select ***Filter the list, in-place***
NOTE: If you do not want the filter to replace the current *Table*, refer to Copying an Advanced Filter to Another Location.
5. In the *List range* text box, type the cell range containing your *Table*
OR to minimize the *Advanced Filter* dialog box so you can manually select your *Table* range
 - a. Click **COLLAPSE DIALOG** 
 - b. Select your *Table* range
 - c. Click **RESTORE DIALOG** 
6. In the *Criteria range* field, type the cell range (or range name) containing the criteria
OR to minimize the *Advanced Filter* dialog box so you can manually select cell range
 - a. Click **COLLAPSE DIALOG** 
 - b. Select the criteria range








- c. Click **RESTORE DIALOG** 
7. Click **OK** your *Table* is filtered.
Table row numbers turn blue.

Turning Off Advanced Filter

To remove an *Advanced Filter* from your *Table*:

1. From the *Data* command tab, in the *Sort & Filter* group, click **CLEAR**  **Clear** all *Table* filters are removed.

Copying an Advanced Filter to Another Location

1. Create a criteria range within your worksheet
2. Select a cell within your *Table*
3. From the *Data* command tab, click **ADVANCED FILTER**  **Advanced** the *Advanced Filter* dialog box opens.
4. Select ***Copy to another location***
5. In the *List range* text box, type the cell range containing your *Table*
OR to minimize the *Advanced Filter* dialog box so you can manually select your *Table* range
 - a. Click **COLLAPSE DIALOG** 
 - b. Select your *Table* range
 - c. Click **RESTORE DIALOG** 
6. In the *Criteria range* field, type the cell range (or range name) containing the criteria
OR to minimize the *Advanced Filter* dialog box so you can manually select the cell range
 - a. Click **COLLAPSE DIALOG** 
 - b. Select the criteria range
 - c. Click **RESTORE DIALOG** 
7. In the *Copy to* text box, type a cell or range in the active worksheet where the filter results will appear
OR to minimize the *Advanced Filter* dialog box so you can manually select a cell or range
 - a. Click **COLLAPSE DIALOG** 
 - b. Select the cell or range
 - c. Click **RESTORE DIALOG** 
8. Click **OK**