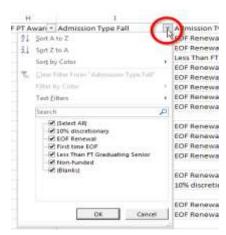
Using the Excel Auto Filter – Basics

To filter your data, you should first ensure that you operating within the "DATA" tab within your excel based document. Once you have clicked on this tab, you can click on any numbered row in excel (generally this will be used in the first row) and click the filter button to create filters by the headings in that row.

FILE	HOME INSERT P	AGE LAYOUT		A REVIEW	VIEW DEV	ELOPER		
Get External Data ▼	Refresh All • Edit Links	A↓ AAZ A↓ Sort	Filter	Text to	Remove Duplicates	H=■ Consolidate What-If Analysis ▼ ■ Relationships	현를 Group 🔹 현를 Ungroup 🔹	+=
	Connections	S	ort & Filter		Data Tools		Outline	Es .

Once the filter is in place, you can click the down arrow in any header item to limit what rows are visible, based on the data in the column.



If you just want to remove certain results, such as Blanks, you can unselect the check in front of them and then click save. If you want to look at only one or a few results, such as renewals, unselect the check in front of (Select All) first, which will remove all the checks, then select the ones you want.

To view all the results again you can either toggle the (Select All) box until it shows a check, click "Clear Filter From "X" in the filter selection, or click "Clear" in the Filter portion of the "Data" tab.

₽↓	Sort A to Z		E					
Ă↑	S <u>o</u> rt Z to A		E					
	Sor <u>t</u> by Color	•		FOR	MULAS	DAT	FA.	REV
S.	<u>C</u> lear Filter From "Admission Type Fall"		E(Ton	ANTO ENS	Bra		THE P
	Filter by Color	•	E(🙀 Clear		-	3
	Text <u>F</u> ilters		N		Reap	alv		
	Search		N	Filter			Tex	t to
~			N		🌠 Adva	nced	Colu	imns
	10% discretionary EOF Renewal		OR	Sort & Fi	lter			

IMPORTANT: These filters will "stack", so if you filter by one column and then filter by a second without clearing, you will only see rows that meet both filter conditions. This is helpful in certain situations (like finding the total paid student count), but will lead to erroneous data if you inadvertently leave multiple columns filtered.