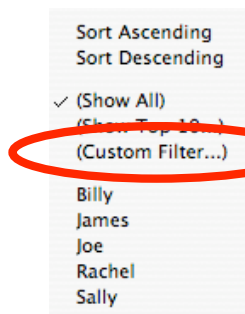


Filtering your data using Excel

Filtering your data allows you to "pick out" specific data from your lists. If you had a list of the entire 7th grade, and you want to "pick out" all of the students in 7B, you could filter your data by choosing all homerooms "equal to" 7B. Your list will be temporarily reduced to just students in that homeroom. You can also filter other ways such as "greater than" or "less than". If you had a list of a teams batting averages, you could quickly "pick out" those players who are batting above .300.

1. Using the List Wizard, click on the small arrows at the top of your columns and click on CUSTOM FILTER...

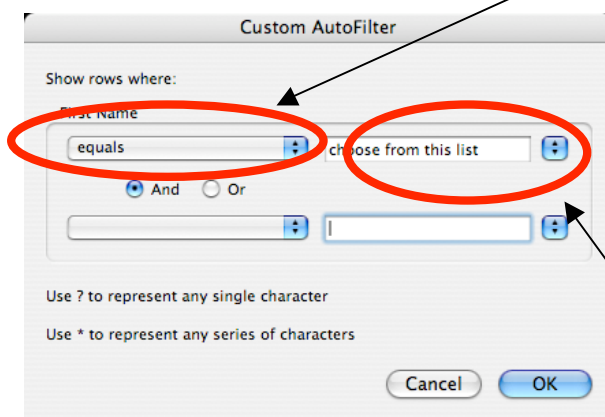


A screenshot of an Excel spreadsheet with the following data:

First Name	Last Name	Birthdays	# of Siblings	Elementary School	Shoe Size	Do you have a pet?
Bobby	Baloo	3/25/94	0	Coolidge	6.5	no
Joe	Smith	7/25/82	3	Lincoln	5	no
Lucy	Brown	11/5/84	4	Sicomac	5	no
Jill	Jewel	12/30/92	1	Sicomac	4.5	no
Pucca	Ramone	6/14/98	4	Sicomac	4.5	no
Sally	James	1/1/95	2	Washington	6	yes
James	Jones	2/5/98	6	Washington	5.5	yes
Ralph	Jones	2/5/98	6	Washington	5.5	yes

The 'Birthdays' column header is circled in red, and an arrow points to it from the text above.

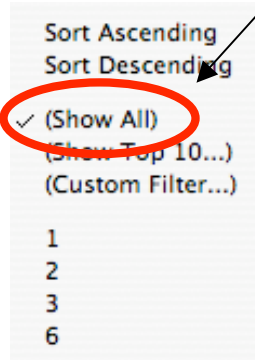
2. Make a choice from the drop down list



3. Choose data to be sorted by in the list to the right.

4. Click OK and examine your data.

5. To remove the filter and return to all of your data, click the small arrows on the top of your column and choose SHOW ALL. This will bring you back to your original, unfiltered list.



Alternate Filtering Method

1. Go to DATA, FILTER, AUTOFILTER – click AUTOFILTER
2. To remove the List Wizard - Go to DATA, FILTER, AUTOFILTER – uncheck AUTOFILTER