Filter Data in Microsoft Excel 2010

Creating Filters

1. Open the spreadsheet you want to work in

2. Click Sort & Filter > Filter

3. All the column headers will now have drop-down menu arrows next to them.

4. Click the drop-down arrow of the column you want to filter by and uncheck the (Select All) box.
5. Check the box of the item(s) you want to filter by. In this case, I will filter by any records in the Academic Affairs department

6. Click the OK button

7. Only records containing the selected categories will be shown in the spreadsheet. This can be done in more than one column at a time with more than one filter criteria.

Clearing Individual Column Filters

1. Click the filter icon next to the column from which you want to clear the filters
2. Select **Clear Filter From “column name”** from the menu

**Clearing All Filters**

1. Click **Sort & Filter > Filter**