Quick Notes: Filter Data in Excel

Creating Filters

1. Click the **Sort & Filter** button
2. Select **Filter** from the drop-down list
3. All the column headers will now have drop-down menu arrows next to them. Click the drop-down arrow of the column you want to filter by
4. 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 the **Sort & Filter** button
2. Select **Filter** from the drop-down list