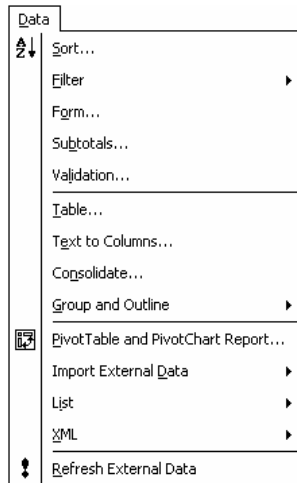


## USING THE AUTOFILTER

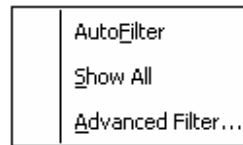
Excel offers an easy method for filtering out the records you are interested in viewing. By using its **AutoFilter** feature, you can easily display a group of records based on set criteria.

To turn on the AutoFilter, you must access following menu:

### MENU:



### data filter >




Select **AutoFilter...** from the submenu. Excel will place a checkmark next to this option to indicate that it is activated.


Once the option has been selected, Excel adds pull-down lists to each column/field heading, as shown below:

Click on the arrows to select the type of records to be displayed.

Firstname ▼	Lastname ▼	Address ▼	City ▼	St ▼	Zip ▼
Nora	Pulaski	199 Maria Vista	San Jose	CA	93845
Alonzo	Lu	98 Cherry	Sacramento	CA	92999
Felicia	McGee	39 Kendy La	San Francisco	CA	92133
Sam	Smith	3 Jefferson	Hollywood	CA	90211
Jay	Stone	309 Ohio	Laguna Beach	CA	92656




To select a specific set of records, click on the down arrow  to the right of the field you want to use for selecting records. When you click on this arrow, Excel lists all entries contained in that field. Select the item matching the criteria for the records to be selected. For example, if you select "Los Angeles" within the "City" field, Excel will list only those records containing Los Angeles.

The down arrow  beside the field being filtered will be displayed in blue, indicating that the records are being filtered based on that field. In addition, all records not matching the criteria selected will be hidden. The row numbers of selected records are also in blue.

## SELECTING ALL RECORDS

Once records have been filtered, you may decide you would prefer to redisplay all of records within the list.



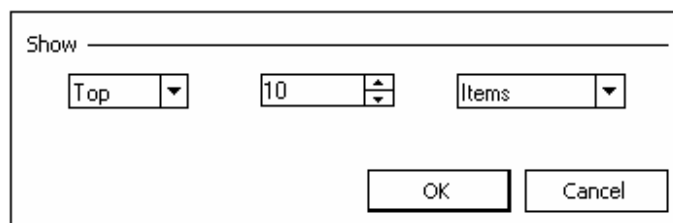
Click on the down arrow  beside the currently filtered field and select **(All)** from the drop-down list. Excel will once again display all records within the list.

## LISTING THE TOP TEN

Excel also allows you to quickly obtain a list of the top or bottom ten records within a column (field).



Select **(Top 10...)** from the pull-down list.



Select the **Top** or **Bottom** specified number of records to display.

## USING MORE THAN ONE FILTER

If the first filter results in more records than needed, you may filter the data further by selecting another column to be used as a filter.


## CREATING CUSTOM FILTERS

While the AutoFilter makes it easy to select records based on a single condition, there will be many times when you will want to display rows of data that fall between a range of values. For example, you may want to list all records with salaries between \$20,000 and \$50,000.

You may also want to display records containing either of two items within a text field. For example, you may want to list all records with cities of either Los Angeles or San Francisco.

To create a custom criteria for a column, select the **Custom** option from the drop-down list for the field.



Click on the down arrow  beside the field you want to create a custom filter for and select **(Custom...)** from the drop-down list.

The following dialog box will be displayed:

Select the comparison operator to be used (e.g., > < =). Either type in the criteria or select it from the pull-down list.