**Filtering in Excel** – Filtering will reduce your lists to specific information. For example, if you have a list of baseball cards, and you want to reduce your list to players from one specific team, you can filter the list to only include players from that one team.

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	First Name	Last Name	Birthday	# of Sil	PivotTable Re			you e a pet ?		Click t
	Bobby	Balloo	3/25/94	0	Get External E	Data	•	no		
	Joe	Smith	7/25/82	6	Refresh Data			no		
	Lucy	Brown	11/5/84	2	Sicomac	4.5	-	no		
	3111	Jewel	12/30/92	1	Sicomac		-	no		
	Pucca Sally	Ramone James	6/14/98 1/1/95	4	Sicomac Washington	4.5		no yes		
		Jones		4		5.5				
	Ralph James	Jones	2/5/98 2/5/98	6	Washington Washington	5.5		yes yes		

1. Go to DATA, FILTER and click on AUTOFILTER

2. Small Arrows will appear at the top of all of your columns.

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	First Nam ≑	Last Name	ŧ	Birthday	
	Bobby	Balloo			
	Joe	Smith		Sort Ascending	
	Lucy	Brown Jewel		Sort Descending	
	JIII				
	Pucca	Ramone	~	(Show All)	
	Sally	James		(Show Top 10)	
	Ralph	Jones		(Custom Filter)	
	James	Jones		(Custom Filter)	
				Balloo	
				Brown	
		James Jewel Jones	James		
			Jewel		
			Jones		
	ou click on th		Ramone		
	the top of the		Smith		
appears.	e following lis	L I			

4. Choose CUSTOM FILTERING from the list in the column that you want to filter and the following window will appear.

Custom AutoFilter	
Show rows where:	
Shoe Size	
equals 🕴 I	
● And O Or	
Use ? to represent any single character	
Use * to represent any series of characters	
Cancel OK	

5. Choose the option that you want from the list in this drop down menu.

- 5. Choose the value that you want to filter from the list that appears here.
- 6. Click OK and your list will include only the information that you filtered out.
- 7. To return your list to its original, unfiltered state, click SHOW ALL in the drop down list that appears when you click on the small arrows at the top of the column you filtered.

