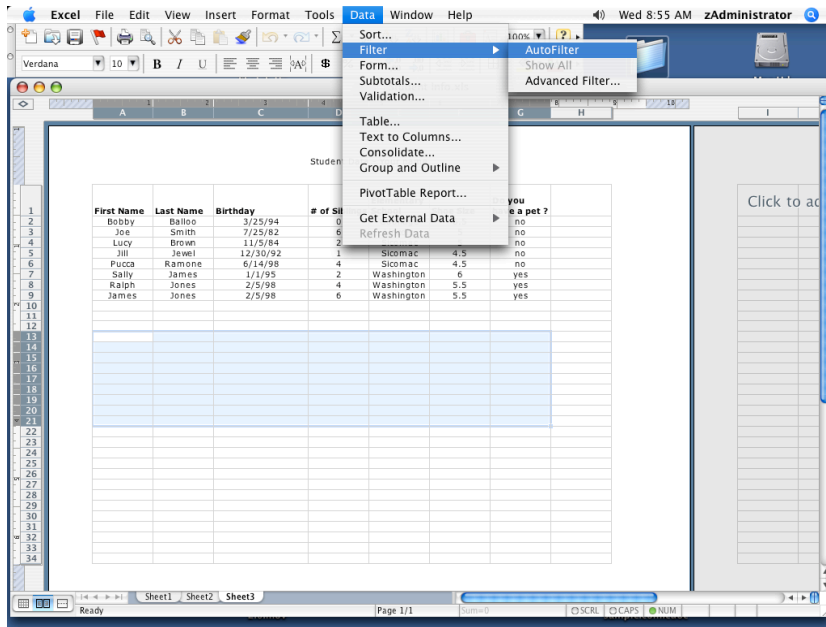
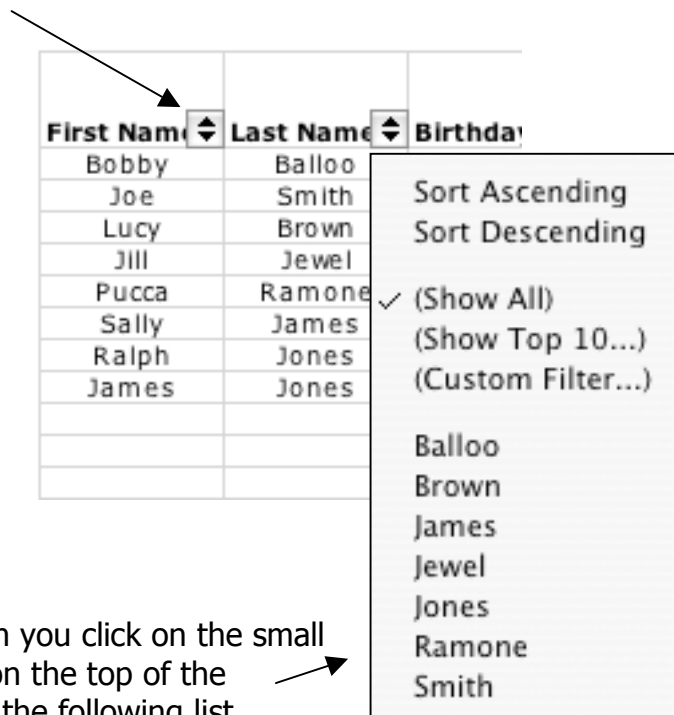


Filtering in Excel – Filtering will reduce your lists to specific information. For example, if you have a list of baseball cards, and you want to reduce your list to players from one specific team, you can filter the list to only include players from that one team.

1. Go to DATA, FILTER and click on AUTOFILTER

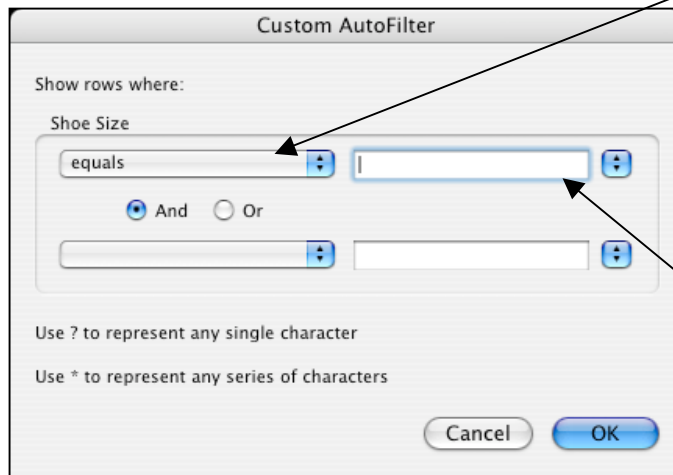


2. Small Arrows will appear at the top of all of your columns.



3. When you click on the small arrows on the top of the column, the following list appears.

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

