

Lecture 13

Today: Filtering in Excel and Quiz 4.

1. Open T:\Teach\Classes\FOR112\ClassroomUsage.xlsx
2. **Excel Filtering**
 - a. Allows you to display only certain rows of worksheet data that meet some criteria.
 - b. You need header fields above your data for this to work.
 - c. Select the headers.
 - d. On the Data tab, click the Filter icon.
 - e. **Apply a Filter:** Click the filter dropdown for the “Course” column. Filter to show only rows of data for the FOR 251 course.
 - f. You can apply filters to multiple columns of data.
 - g. **Apply a Text Filter:** For the Course column, check out the text filtering options. These types of filters may be much quicker to apply than selecting a large number of individual matches that meet your criteria. For example, using a text filter to find all courses that contain “FS” would be much faster than selecting each individual FS course.
 - h. **Apply a Number Filter:** like text filtering, this filtering option gives you many different ways to filter data. Check out the different options that are available including the “Top Ten” option ... it can do Top/Bottom x Items/Percent (where x is some value).
 - i. **Status Bar area indicates how many records meet your filter criteria**
 - j. **Clear one Filter:** To clear a filter for a specific column of data, click that column’s filter dropdown arrow and choose “Clear Filter From ...” option.
 - k. **Clear all Filters:** after a filter is applied, click the “Clear” icon on the ribbon to clear all filters.
 - l. **To Turn off Filters:** click the Filter icon on the ribbon’s Data tab.
3. HP has an online learning center and they’ve created a 2 minute video that displays the basics of Excel filtering. Watch this video if you’d like to review a bit of what we covered today:
http://h30187.www3.hp.com/tutorials/viewHowTo/p/courseId/14171/Microsoft_Excel_2007_filter_data.htm?courseSessionId=173982&campusId=11263&webPageId=1000017
4. Take Quiz 4 in class.