

CHAPTER 13

FILTERING DATA

InFocus

You can use a spreadsheet to collect information, organising it into a table of columns and rows. This table can also be referred to as a **database**, and shares terminology with databases. Each **row** in the list is called a **record** and is one unit of information, e.g. an employee or an inventory item. Each **column** is known as a **field**, and each **column heading** is known as a **field name**, e.g. name or date of purchase.

Microsoft Excel provides a **Filter** function so that you can examine information in a table by requesting rows that match criteria or values. It works by hiding records that don't match the criteria you specify.

In this session you will:

- ✓ gain an understanding of filtering
- ✓ learn how to apply and use a filter
- ✓ learn how to clear a filter
- ✓ learn how to create a compound filter
- ✓ learn how to filter for multiple values
- ✓ learn how to create custom filters
- ✓ learn how to use wildcards in custom filters.

UNDERSTANDING FILTERING

Filtering refers to comparing a list of records against specific criteria and then hiding the records that don't match the criteria. It can be used simply to help find a record, or to create a

subset of data that you can then edit, format, copy, move, chart or otherwise manipulate without affecting the other records. Here's a brief example of how simple filtering works.

An Example of Filtering

Here is a list of 64 records in a table. The field names appear at the top and are *No*, *First Name*, *Last Name* and so on. After filtering using the criterion of **Type = Gold**, the list is reduced to the 16 records that have the word **Gold** in the **Type** column and the other records are hidden. Notice the row numbers on the left – these confirm that some of the rows are not visible.

1

	A	B	C	D	E	F	G	H
1	Membership							
2								
3	No	First Name	Last Name	Joined	Years	Suburb	Type	Annual Fee
4	1	Roger	Wilson	12/01/1988	22.5	Brighton	Gold	1,125.50
5	2	Mary	Driscoll	23/02/1998	12.4	South Melbourne	Theatre	850.00
6	3	Kate	Fu	2/02/1988	22.4	Bentleigh	Silver	750.00
7	4	Julie	Gregory	5/02/1988	22.4	Ascot Vale	Junior	55.00
8	5	Peter	Harrison	11/02/1988	22.4	Traralgon	Theatre	850.00
9	6	Harold	Lowe	20/02/1988	22.4	Sunshine	Theatre	850.00
10	7	Oscar	Renn	24/02/1988	22.4	Moonee Ponds	Silver	750.00
11	8	Melinda	Wrill	27/02/1988	22.4	Bentleigh	Gold	1,125.50
12	9	Fred	Jackson	4/03/1988	22.3	Brighton	Life	55.00
13	10	Mary	Lewis	13/03/1988	22.3	Christmas Hills	Gold	1,125.50
14	11	Katherine	Smith	17/04/1989	21.2	Endeavour Heights	Junior	55.00
15	12	June	Gregson	20/04/1989	21.2	Heidelberg Heights	Theatre	850.00
16	13	Auguste	Smythe	26/04/1989	21.2	Ivanhoe	Junior	55.00
17	14	Harry	Jones	5/05/1989	21.2	Denis	Gold	1,125.50
18	15	Wilbur	Johnson	11/05/1989	21.2	Sunshine	Silver	750.00
19	16	Donald	Kendall	20/05/1989	21.1	Mooroolbark	Silver	750.00
20	17	Shelly	Lewis	24/06/1990	20.0	Ferntree Gully	Life	55.00
21	18	Samantha	Martin	27/06/1990	20.0	Tea Tree Hill	Silver	750.00
22	19	Louise	Vincenzo	3/07/1990	20.0	Watsonia	Gold	1,125.50
23	20	Martin						
24	21	Bernard						
25	22	Brenda						
26	23	Jim						
27	24	Jennifer						
28	25	George						
29	26	Barry						
30	27	Jill						
31	28	John						
32	29	Greg						
33	30	Harry						
34	31	Susan						
35	32	Denise						
36	33	Driscoll						
37	34	Kim						
38	35	Vernon						
39	36	Charles						

2

	A	B	C	D	E	F	G	H
1	Membership							
2								
3	N	First Nam	Last Name	Joined	Yes	Suburb	Type	Annual F
4	1	Roger	Wilson	12/01/1988	22.5	Brighton	Gold	1,125.50
11	8	Melinda	Wrill	27/02/1988	22.4	Bentleigh	Gold	1,125.50
13	10	Mary	Lewis	13/03/1988	22.3	Christmas Hills	Gold	1,125.50
17	14	Harry	Jones	5/05/1989	21.2	Denis	Gold	1,125.50
22	19	Louise	Vincenzo	3/07/1990	20.0	Watsonia	Gold	1,125.50
27	24	Jennifer	Jones	31/08/1991	18.9	Echuca	Gold	1,125.50
28	25	George	Smith	9/09/1991	18.8	Mildura	Gold	1,125.50
31	28	John	Lux	28/10/1992	17.7	Allandale	Gold	1,125.50
32	29	Greg	Tantra	3/11/1992	17.7	Echuca	Gold	1,125.50
41	38	Quentin	Charles	26/02/1995	15.4	Ferntree Gully	Gold	1,125.50
43	40	Stephen	Adams	10/03/1995	15.3	Princes Park	Gold	1,125.50
48	45	Dennis	Georges	10/05/1996	14.2	Fitzroy	Gold	1,125.50
50	47	Martin	Branson	25/05/1996	14.1	South Melbourne	Gold	1,125.50
54	51	James	Lewis	17/07/1997	13.0	Rosanna	Gold	1,125.50
57	54	Yu	Krik	7/08/1997	12.9	Wallan	Gold	1,125.50
67	64	Mary	Jenkins	12/02/1999	11.4	Victor Harbour	Gold	1,125.50
68								
69								

Filter

APPLYING AND USING A FILTER

The **Filter** command applies (or removes) drop arrows to the right of the column labels in the list. When you click on a **Filter** arrow, it displays a list of the unique items in the column, including

blanks and non-blanks. By selecting an item from a list for a specific column, you can instantly hide all rows that don't contain the selected value, and display only those that do.

Try This Yourself:

Open
File


Before starting this exercise you **MUST** open the file *E828 Filtering Data_1.xlsx*...

1


Click anywhere in the list (click on cell **E3** if you can't decide)

The values in Years in your worksheet may vary from those shown here because Years updates automatically to show the current duration of membership...

2

Click on the **Data** tab on the **Ribbon**, then click on **Filter** 

3

Click on the filter arrow  to the right of **Type** to display a list of options

4

Click on **(Select All)** to remove all of the ticks, then click on **Gold** and click on **[OK]**

All records for Gold memberships will be shown and the rest of the records temporarily hidden.

Notice that the drop arrow next to Type has changed indicating that a filter is active on this column

2

	A	B	C	D	E	F	G	H
1								
2								
3	N	First Nam	Last Name	Joined	Yes	Suburb	Type	Annual F
4	1	Roger	Wilson	12/01/1988	22.5	Brighton	Gold	1,125.50
5	2	Mary	Driscoll	23/02/1998	12.4	South Melbourne	Theatre	850.00
6	3	Kate	Fu	2/02/1988	22.4	Bentleigh	Silver	750.00
7	4	Julie	Gregory	5/02/1988	22.4	Ascot Vale	Junior	55.00
8	5	Peter	Harrison	11/02/1988	22.4	Traralgon	Theatre	850.00
9	6	Harold	Lowe	20/02/1988	22.4	Sunshine	Theatre	850.00
10	7	Oscar	Renn	24/02/1988	22.4	Moonsee Ponds	Silver	750.00

3


	A	B	C	D	E	F	G	H
1								
2								
3	N	First Nam	Last Name	Joined	Yes	Suburb	Type	Annual F
4	1	Roger	Wilson	12/01/1988	22.5	Brighton	Gold	1,125.50
5	2	Mary	Driscoll	23/02/1998	12.4	South Melbourne	Theatre	850.00
6	3	Kate	Fu	2/02/1988	22.4	Bentleigh	Silver	750.00
7	4	Julie	Gregory	5/02/1988	22.4	Ascot Vale	Junior	55.00
8	5	Peter	Harrison	11/02/1988	22.4	Traralgon	Theatre	850.00
9	6	Harold	Lowe	20/02/1988	22.4	Sunshine	Theatre	850.00
10	7	Oscar	Renn	24/02/1988	22.4	Moonsee Ponds	Silver	750.00
11	8	Melinda	Wrill	27/02/1988	22.4	Bentleigh	Gold	1,125.50
12	9	Fred	Jackson	4/03/1988	22.4	Bentleigh	Gold	55.00
13	10	Mary	Lewis	13/03/1988	22.3	Christmas Hills	Gold	1,125.50
14	11	Katherine	Smith	17/04/1989	21.2	Denison	Gold	55.00
15	12	June	Gregson	20/04/1989	20.0	Watsonia	Gold	1,125.50
16	13	Auguste	Smythe	26/04/1989	18.9	Echuca	Gold	750.00
17	14	Harry	Jones	5/05/1989	18.8	Mildura	Gold	55.00
18	15	Wilbur	Johnson	11/05/1989	17.7	Allandale	Gold	1,125.50
19	16	Donald	Kendall	20/05/1989	17.7	Echuca	Gold	750.00
20	17	Shelly	Lewis	24/06/1990	15.4	Ferntree Gully	Gold	55.00
21	18	Samantha	Martin	27/06/1990	15.3	Princes Park	Gold	750.00
22	19	Louise	Vincenzo	3/07/1990	14.2	Fitzroy	Gold	1,125.50
23	20	Martin	Pollard	9/07/1990	14.1	South Melbourne	Gold	55.00

4


	A	B	C	D	E	F	G	H
1								
2								
3	N	First Nam	Last Name	Joined	Yes	Suburb	Type	Annual F
4	1	Roger	Wilson	12/01/1988	22.5	Brighton	Gold	1,125.50
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13	10	Mary	Lewis	13/03/1988	22.3	Christmas Hills	Gold	1,125.50
17	14	Harry	Jones	5/05/1989	21.2	Denison	Gold	1,125.50
22	19	Louise	Vincenzo	3/07/1990	20.0	Watsonia	Gold	1,125.50
27	24	Jennifer	Jones	31/08/1991	18.9	Echuca	Gold	1,125.50
28	25	George	Smith	9/09/1991	18.8	Mildura	Gold	1,125.50
31	28	John	Lux	28/10/1992	17.7	Allandale	Gold	1,125.50
32	29	Greg	Tantra	3/11/1992	17.7	Echuca	Gold	1,125.50
41	38	Quentin	Charles	26/02/1995	15.4	Ferntree Gully	Gold	1,125.50
43	40	Stephen	Adams	10/03/1995	15.3	Princes Park	Gold	1,125.50
48	45	Dennis	Georges	10/05/1996	14.2	Fitzroy	Gold	1,125.50
50	47	Martin	Branson	25/05/1996	14.1	South Melbourne	Gold	1,125.50
54	51	James	Lewis	17/07/1997	13.0	Rosanna	Gold	1,125.50
57	54	Yu	Krik	7/08/1997	12.9	Wallan	Gold	1,125.50
67	64	Mary	Jenkins	12/02/1999	11.4	Victor Harbour	Gold	1,125.50
68								

For Your Reference...

To **turn** the **filter on** or **off**:

1. Click in the data then click on **Filter** 

To **apply** a **simple filter**:

1. Click on a filter arrow  and on **(Select All)**
2. Click on an option and click on **[OK]**

Handy to Know...

- If the column that you want to filter includes blank cells, you will also have the option **(Blanks)** to choose from. This can be used to help you locate missing data.

CLEARING A FILTER

Once a filter has been applied, a subset of data is shown in the list. Before you can apply an alternative filter, the first one must be cleared so that all of the records become available again.

Filters can be cleared either by clicking on **(Select All)** in the filter options list or by selecting **Clear Filter From "fieldname"** from the menu. You can also remove the filter arrows altogether.

Try This Yourself:

Same File


Continue using the previous file with this exercise, or open the file *E828 Filtering Data_2.xlsx*...

1

Examine the list of records in the spreadsheet

You'll notice that it is currently filtered on Gold under Type...

2

Click on the filter arrow  for **Type** and select **Clear Filter From "Type"**

All of the records will again be listed. You can also remove the filter altogether...

3

Click on **Filter**  to remove the filter arrows

	A	B	C	D	E	F	G	H
1	Membership							
2								
3	N	First Nam	Last Name	Joined	Yes	Suburb	Type	Annual F
4	1	Roger	Wilson	12/01/1988	22.5	Brighton	Gold	1,125.50
11	8	Melinda	Wrill	27/02/1988	22.4	Bentleigh	Gold	1,125.50
13	10	Mary	Lewis	13/03/1988	22.3	Christmas Hills	Gold	1,125.50
17	14	Harry	Jones	5/05/1989	21.2	Denis	Gold	1,125.50
22	19	Louise	Vincenzo	3/07/1990	20.0	Watsonia	Gold	1,125.50
27	24	Jennifer	Jones	31/08/1991	18.9	Echuca	Gold	1,125.50
28	25	George	Smith	9/09/1991	18.8	Mildura	Gold	1,125.50
31	28	John	Lux	28/10/1992	17.7	Allandale	Gold	1,125.50
32	29	Greg	Tantra	3/11/1992	17.7	Echuca	Gold	1,125.50

1

	A	B	C	D	E	F	G	H
1	Membership							
2								
3	N	First Nam	Last Name	Joined	Yes	Suburb	Type	Annual F
4	1	Roger	Wilson	12/01/1988	22.5	Brighton	Gold	1,125.50
5	2	Mary	Driscoll	23/02/1998	12.4	South Melbourne	Theatre	850.00
6	3	Kate	Fu	2/02/1988	22.4	Bentleigh	Silver	750.00
7	4	Julie	Gregory	5/02/1988	22.4	Ascot Vale	Junior	55.00
8	5	Peter	Harrison	11/02/1988	22.4	Traralgon	Theatre	850.00
9	6	Harold	Lowe	20/02/1988	22.4	Sunshine	Theatre	850.00
10	7	Oscar	Renn	24/02/1988	22.4	Moonee Ponds	Silver	750.00
11	8	Melinda	Wrill	27/02/1988	22.4	Bentleigh	Gold	1,125.50
12	9	Fred	Jackson	4/03/1988	22.3	Brighton	Life	55.00

2

	A	B	C	D	E	F	G	H
1	Membership							
2								
3	No	First Name	Last Name	Joined	Years	Suburb	Type	Annual Fee
4	1	Roger	Wilson	12/01/1988	22.5	Brighton	Gold	1,125.50
5	2	Mary	Driscoll	23/02/1998	12.4	South Melbourne	Theatre	850.00
6	3	Kate	Fu	2/02/1988	22.4	Bentleigh	Silver	750.00
7	4	Julie	Gregory	5/02/1988	22.4	Ascot Vale	Junior	55.00
8	5	Peter	Harrison	11/02/1988	22.4	Traralgon	Theatre	850.00
9	6	Harold	Lowe	20/02/1988	22.4	Sunshine	Theatre	850.00
10	7	Oscar	Renn	24/02/1988	22.4	Moonee Ponds	Silver	750.00
11	8	Melinda	Wrill	27/02/1988	22.4	Bentleigh	Gold	1,125.50
12	9	Fred	Jackson	4/03/1988	22.3	Brighton	Life	55.00
13	10	Mary	Lewis	13/03/1988	22.3	Christmas Hills	Gold	1,125.50
14	11	Katherine	Smith	17/04/1989	21.2	Endeavour Heights	Junior	55.00
15	12	June	Gregson	20/04/1989	21.2	Heidelberg Heights	Theatre	850.00


3

For Your Reference...


To **clear** the **filter**:

- Click on the filter arrow 
- Select **Clear Filter From "fieldname"**

To **remove** the **filter arrows**:

- Click on **Filter** 

Handy to Know...

- You can remove the filter altogether in one step by clicking on **Filter** . Use the **Clear Filter From** command when you want to perform subsequent filters.

CREATING COMPOUND FILTERS






The **Filter** tool allows you to select a filter on one column or field at a time. When the filter is applied, the records that match that filter will be displayed. As you create successive filters on

other fields, the filters are applied to only the records that are currently on display. In other words, the filters build up on each other, or **compound**, refining the list as required.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *E828 Filtering Data_3.xlsx*...

- 1 Click anywhere in the list, then click on **Filter** 
- 2 Click on the filter arrow  for **Type** and click on **(Select All)**, then click on **Theatre** and click on **[OK]**
Only the records for Theatre are displayed...
- 3 Click on the filter arrow  for **Suburb** and click on **(Select All)**, then click on **Heidelberg Heights** and click on **[OK]**
Only the Theatre members in Heidelberg Heights are now shown. Let's see if there are other members who live in Heidelberg Heights...
- 4 Click on the filter arrow  for **Type** and select **Clear Filter From "Type"**
Now that the list is filtered to show all Types in Heidelberg Heights, a Junior member is also listed...
- 5 Click on the filter arrow  for **Suburb** and select **Clear Filter From "Suburb"**

2

C	D	E	F	G	H
Membership					
Last Name	Joined	Yes	Suburb	Type	Annual F
Driscoll	23/02/1998	12.4	South Melbourne	Theatre	850.00
Harrison	11/02/1988	22.4	Traralgon	Theatre	850.00
Lowe	20/02/1988	22.4	Sunshine	Theatre	850.00
Gregson	20/04/1989	21.2	Heidelberg Heights	Theatre	850.00
Quill	17/12/1993	16.6	Reservoir	Theatre	850.00
Adams	20/12/1993	16.5	Heidelberg Heights	Theatre	850.00
Samson	26/12/1993	16.5	Rosanna	Theatre	850.00
Smith	4/01/1994	16.5	Canterbury	Theatre	850.00
Williams	19/03/1995	15.3	Carlton	Theatre	850.00
Aranson	25/03/1995	15.3	Fitzroy North	Theatre	850.00
Denis	3/04/1995	15.3	Fitzroy South	Theatre	850.00
Xu	9/06/1996	14.1	Sunshine	Theatre	850.00
Harrison	14/07/1997	13.0	Reservoir	Theatre	850.00
Youll	23/07/1997	13.0	Heidelberg Heights	Theatre	850.00
Henry	29/07/1997	12.9	Watsonia	Theatre	850.00
Long	13/08/1997	12.9	Mildura	Theatre	850.00
Drewall	20/10/1998	11.7	Mildura	Theatre	850.00

3

C	D	E	F	G	H
Membership					
Last Name	Joined	Yes	Suburb	Type	Annual F
Gregson	20/04/1989	21.2	Heidelberg Heights	Theatre	850.00
Adams	20/12/1993	16.5	Heidelberg Heights	Theatre	850.00
Youll	23/07/1997	13.0	Heidelberg Heights	Theatre	850.00

4

C	D	E	F	G	H
Membership					
Last Name	Joined	Yes	Suburb	Type	Annual F
Gregson	20/04/1989	21.2	Heidelberg Heights	Theatre	850.00
Adams	20/12/1993	16.5	Heidelberg Heights	Theatre	850.00
Youll	23/07/1997	13.0	Heidelberg Heights	Theatre	850.00
Victor	8/12/1998	11.6	Heidelberg Heights	Junior	55.00

For Your Reference...

To **create** a **compound filter**:

1. Apply the first filter to the list to display a subset of the records
2. Apply a second filter to the list to show a subset of the subset of records

Handy to Know...

- When you print a filtered list, Excel will print the list as shown in the worksheet, with all of the unwanted records hidden.

MULTIPLE VALUE FILTERS

You may want to list records by creating two criteria for one field so that you can select records with one of two possible values. For example, you may want to see all the records for

two particular suburbs, or two membership types. The filter options list all of the unique values found in that field in the list, so you can click on any of the values that you want to display.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file E828 Filtering Data_4.xlsx...

- 1 Click on the filter arrow for **Suburb** and click on **(Select All)** to remove the ticks
- 2 Click on **Ascot Vale** and **Bentleigh** so that ticks appear next to both items
- 3 Click on **[OK]** to display the filtered list
Only those records with Ascot Vale or Bentleigh in the Suburb are listed...
- 4 Click on the filter arrow for **Suburb** and select **Clear Filter From "Suburb"** to list all of the records

	C	D	E	F	G	H
	Membership					
	Last Name	Joined	Year	Suburb	Type	Annual F
	Wilson				Gold	1,125.50
	Driscoll				Theatre	850.00
	Fu				Silver	750.00
	Gregory				Junior	55.00
	Harrison				Theatre	850.00
	Low				Theatre	850.00
	Renn				Silver	750.00
	Wright				Gold	1,125.50
	Jackson				Life	55.00
	Lewis				Gold	1,125.50
	Smith				Junior	55.00
	Gregson				Theatre	850.00
	Smythe				Junior	55.00
	Jones				Gold	1,125.50
	Johnson				Silver	750.00
	Kendall				Silver	750.00
	Lewis				Life	55.00
	Martin				Silver	750.00
	Vincenzo				Gold	1,125.50
	Pollard	9/07/1990	20.0	Sunshine	Silver	750.00
	Olinda	18/07/1990	20.0	Ferntree Gully	Junior	55.00

2

	C	D	E	F	G	H
	Membership					
	Last Name	Joined	Year	Suburb	Type	Annual F
	Fu	2/02/1988	22.4	Bentleigh	Silver	750.00
	Gregory	5/02/1988	22.4	Ascot Vale	Junior	55.00
	Wright	27/02/1988	22.4	Bentleigh	Gold	1,125.50
	Peterson	19/01/1994	16.5	Bentleigh	Silver	750.00

3

For Your Reference...

To **filter on multiple values**:

1. Click on the filter arrow for the field
2. Click on **(Select All)**
3. Click on the checkboxes for each of the values that you want to filter on
4. Click on **[OK]**

Handy to Know...

- Using multiple values in criteria is the same as saying, for example, if Suburb = Ascot Vale **OR** Suburb = Bentleigh.
- If the field is a date field, you can filter on specific years, specific months or even specific dates. These are all provided for easy access in the filter menu.

CREATING CUSTOM FILTERS



The **Filter** feature enables you to create individual conditions for multiple fields using the drop-down lists. To set more than one condition per field you can use the **Custom Filter** option.

This is ideal if you want to select records with one of several possible values, or where you want a record that falls within a range of values rather than matching an exact value.

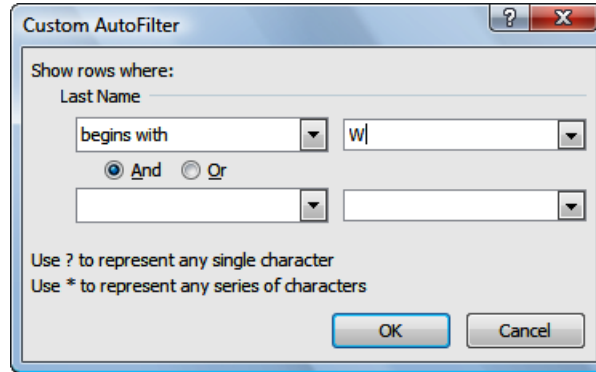
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E828 Filtering Data_5.xlsx*...

- 1 Click on the filter arrow  for **Last Name** and select **Text Filters > Begins With** to display the **Custom AutoFilter** dialog box
- 2 Type **W**
- 3 Click on **[OK]** to filter the list so that all members with last names beginning with **W** are listed
- 4 Repeat steps 1 to 3 to create a list of members whose surnames start with **S**
- 5 Click on the filter arrow  for **Last Name** and select **Clear Filter from "Last Name"**

2



The Custom AutoFilter dialog box is shown. It has a title bar with a question mark and a close button. The main area is titled 'Show rows where:'. Below this, there is a label 'Last Name' followed by a dropdown menu set to 'begins with' and a text box containing 'W'. Below the text box are two radio buttons: 'And' (selected) and 'Or'. There are two more empty dropdown menus below the radio buttons. At the bottom, there is a note: 'Use ? to represent any single character' and 'Use * to represent any series of characters'. There are 'OK' and 'Cancel' buttons at the bottom right.

3


	A	B	C	D	E	F
1	Membership					
2						
3	N	First Nam	Last Name	Joined	Yes	Suburb
4	1	Roger	Wilson	12/01/1988	22.5	Brighton
11	8	Melinda	Wrill	27/02/1988	22.4	Bentleigh
30	27	Jill	Williams	24/09/1991	18.8	Adelaide
33	30	Harry	Watson	12/11/1992	17.7	Grey Towers
44	41	Timothy	Williams	19/03/1995	15.3	Carlton
68						
69						

4

	A	B	C	D	E	F
1	Membership					
2						
3	N	First Nam	Last Name	Joined	Yes	Suburb
14	11	Katherine	Smith	17/04/1989	21.2	Endeavour Heights
16	13	Auguste	Smythe	26/04/1989	21.2	Ivanhoe
28	25	George	Smith	9/09/1991	18.8	Mildura
36	33	Driscoll	Samson	26/12/1993	16.5	Rosanna
37	34	Kim	Smith	4/01/1994	16.5	Canterbury
62	59	Tom	Samson	5/10/1998	11.8	Maribyrnong
63	60	William	Smith	14/10/1998	11.7	Adelaide
68						
69						

For Your Reference...

To **create a custom filter**:

1. Click on the filter arrow  for the field
2. Select **FieldType Filters > [option]**
3. Type the filter criteria
4. Click on **[OK]**

Handy to Know...

- If you are not sure how to spell a word, but know that it includes particular letters, you can search using the criteria **contains**.
- Each of the **equals**, **contains**, **begins with**, and **ends with** criteria have an opposite choice e.g., **does not equal**, **does not contain** etc.

USING WILDCARDS


If you need to filter for specific values in a list, you can select them individually from the filter menu or use **wildcards** to create a more powerful filter. Wildcards are characters that can

be substituted for any character (?) or series of characters (*). For example, **B*N** would find all words starting with B and ending with N, while **B?N** would find the same, but look for three letters.

Try This Yourself:


Same File

Continue using the previous file with this exercise, or open the file *E828 Filtering Data_6.xlsx*...


1 Click on the filter arrow  for **Last Name** and select **Text Filters > Custom Filter** to display the **Custom AutoFilter** dialog box

2 Type **S***


3 Click on **[OK]** to see the members whose names begin with the letter **S**

4 Click on the filter arrow  for **Last Name** and select **Text Filters > Custom Filter**

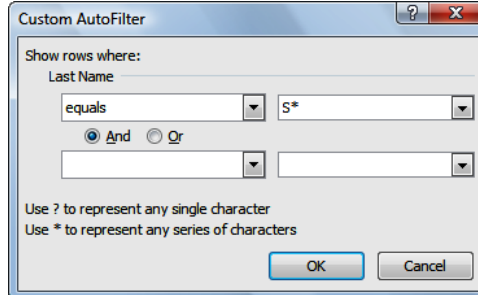
Notice that Excel changed your criteria so that it now reads "begins with S"...

5 Click on the drop arrow  below **Last Name** and select **equals** then click in the field to the right of **S** and type ***n**

6 Click on **[OK]** to see the names that begin with **S** and end with **n**

7 Click on the filter arrow  for **Last Name** and select **Clear Filter From "Last Name"** to display all of the records

2



Custom AutoFilter

Show rows where:

Last Name

equals S*

☒ And ☐ Or

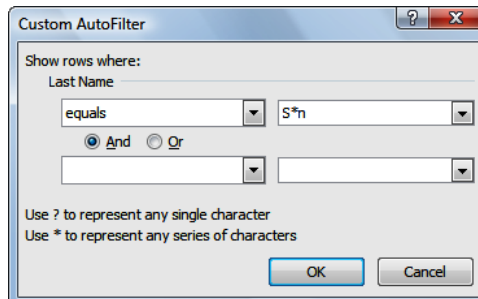
Use ? to represent any single character
Use * to represent any series of characters

OK Cancel

3

	A	B	C	D	E	F
1	Membership					
2						
3	N	First Name	Last Name	Joined	Yes	Suburb
14	11	Katherine	Smith	17/04/1989	21.2	Endeavour Heights
16	13	Auguste	Smythe	26/04/1989	21.2	Ivanhoe
28	25	George	Smith	9/09/1991	18.8	Mildura
36	33	Driscoll	Samson	26/12/1993	16.5	Rosanna
37	34	Kim	Smith	4/01/1994	16.5	Canterbury
62	59	Tom	Samson	5/10/1998	11.8	Maribyrnong
63	60	William	Smith	14/10/1998	11.7	Adelaide
68						

5



Custom AutoFilter

Show rows where:

Last Name

equals S*n

☒ And ☐ Or

Use ? to represent any single character
Use * to represent any series of characters

OK Cancel

6

	A	B	C	D	E	F
1	Membership					
2						
3	N	First Name	Last Name	Joined	Yes	Suburb
36	33	Driscoll	Samson	26/12/1993	16.5	Rosanna
62	59	Tom	Samson	5/10/1998	11.8	Maribyrnong
68						
69						

For Your Reference...

To **use wildcards** in custom criteria:

- Use ? to represent a single character
- Use * to represent a series of characters

Handy to Know...

- How do you filter for the wildcard characters – the **question mark** or **asterisk**? Precede the characters with the **tilde ~**. For example, if you use the criteria **Year~?**, Excel will search for the character string **Year?**.