

WORKSTATION 1

Searching for data Using a filter

Learn

Filtering data in a spreadsheet lets you find data you want. When you filter data, entire rows will be hidden if the values do not match the filter **criteria**.

Here are some of the ways to filter records in a spreadsheet.

Filtering data that matches a criterion

The data table shows the details of items at a supermarket. We will filter the table to find all items that are less than \$5.00.

Criterion: Item price less than \$5.00

STEPS

- 1 Go to any cell in the data table.
- 2 Click on the **Data** Tab.
- 3 Click on the **Filter** icon.
- 4 Click the drop-down arrow in the **Item price** column.
- 5 Click on the **Number Filters** option.
- 6 Click on **Less Than** in the drop-down menu.

- Equals...
- Does Not Equal...
- Greater Than...
- Greater Than Or Equal To...
- Less Than...
- Less Than Or Equal To...
- Between...

Item Name	Section	Item price	Original Quantity	Quantity Sold
Eggs	Dairy	\$10.00	100	75
Red beans	Canned	\$4.50	200	100
Soda	Beverage	\$2.75	285	125
Milk	Dairy	\$5.00	300	150
Tomatoes	Produce	\$5.50	250	150
Rice	Grain	\$12.00	350	200

Number Filters

Search:

- Greater Than
- Greater Than Or Equal To
- Less Than
- Less Than Or Equal To
- Between...
- Top 10...
- Show Average
- Hide Average
- Custom Filter...

Keywords

filtering: only showing data that matches particular criteria

criteria: the conditions for a decision (Note: criterion is the singular of criteria.)

- 7 Click on the drop-down arrow to select the item price \$5.00.

Custom AutoFilter

Show rows where:

Item price

Is less than:

OK Cancel

- 8 Click OK.
The data table will be filtered to show only the records with item prices less than \$5.00. There are only two items that are less than \$5.00.

Item Name	Section	Item price	Original Quantity	Quantity Sold
Red beans	Canned	\$4.50	200	100
Soda	Beverage	\$2.75	285	125