MICROSOFT EXCEL

Filtering Data

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Introduction

- If your worksheet contains a lot of content, it can be difficult to find information quickly. **Filters** can be used to **narrow down** the data in your worksheet, allowing you to view only the information you need.

Filtering data

In our example, we'll apply a filter to an equipment log worksheet to display only the laptops and projectors that are available for checkout.
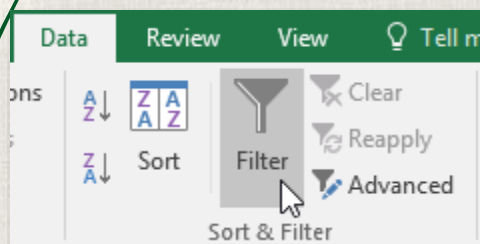
1. In order for filtering to work correctly, your worksheet should include a **header row**, which is used to identify the name of each column. In our example, our worksheet is organized into different columns identified by the header cells in row 1: **ID#**, **Type**, **Equipment Detail**, and so on.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-15	15-May-15	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-15	06-Aug-15	Sela Shepard
4	1021	Laptop	15" EDI SmartPad L200-3 Laptop	15-Sep-15	01-Oct-15	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	16-Aug-15	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15	Jennifer Weiss
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15		Min Seung
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-15	26-Sep-15	George D'Agosta

Filtering data

2. Select the **Data** tab, then click the **Filter** command.

3. A **drop-down arrow** will appear in the header cell for each column.

4. Click the **drop-down arrow** for the column you want to filter. In our example, we will filter column **B** to view only certain types of equipment.
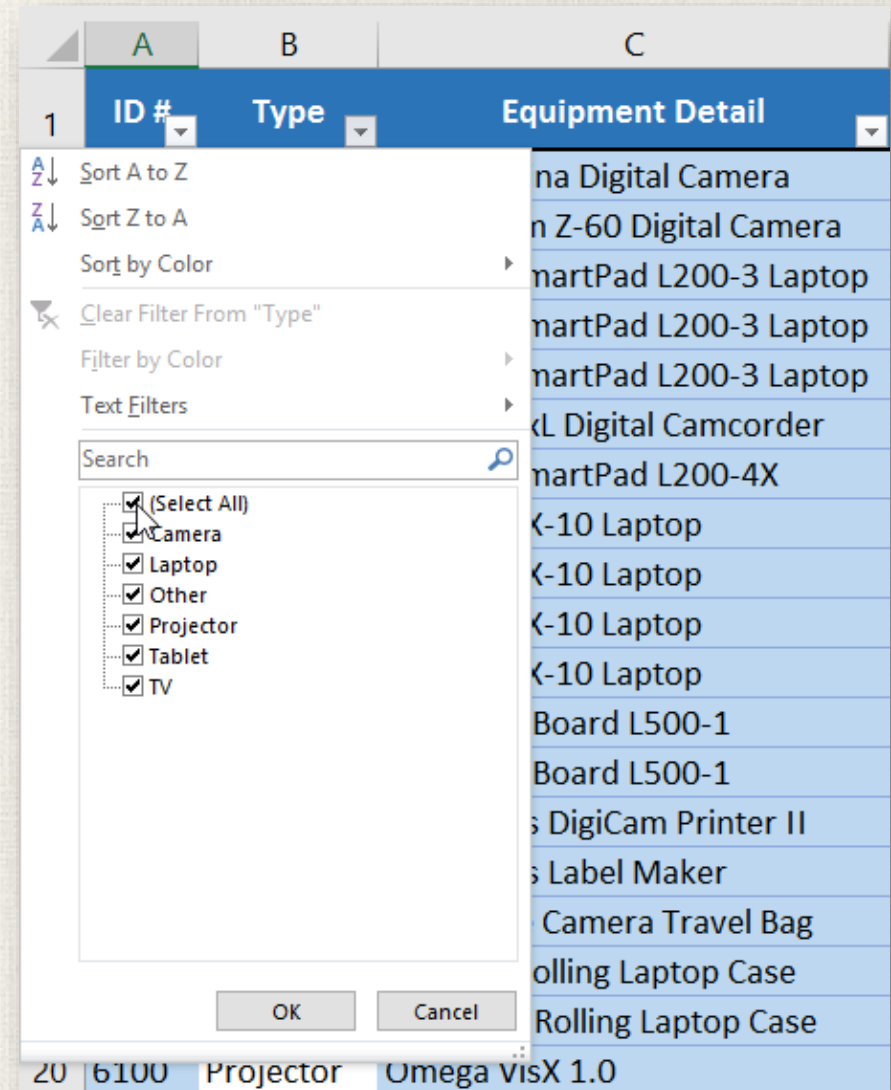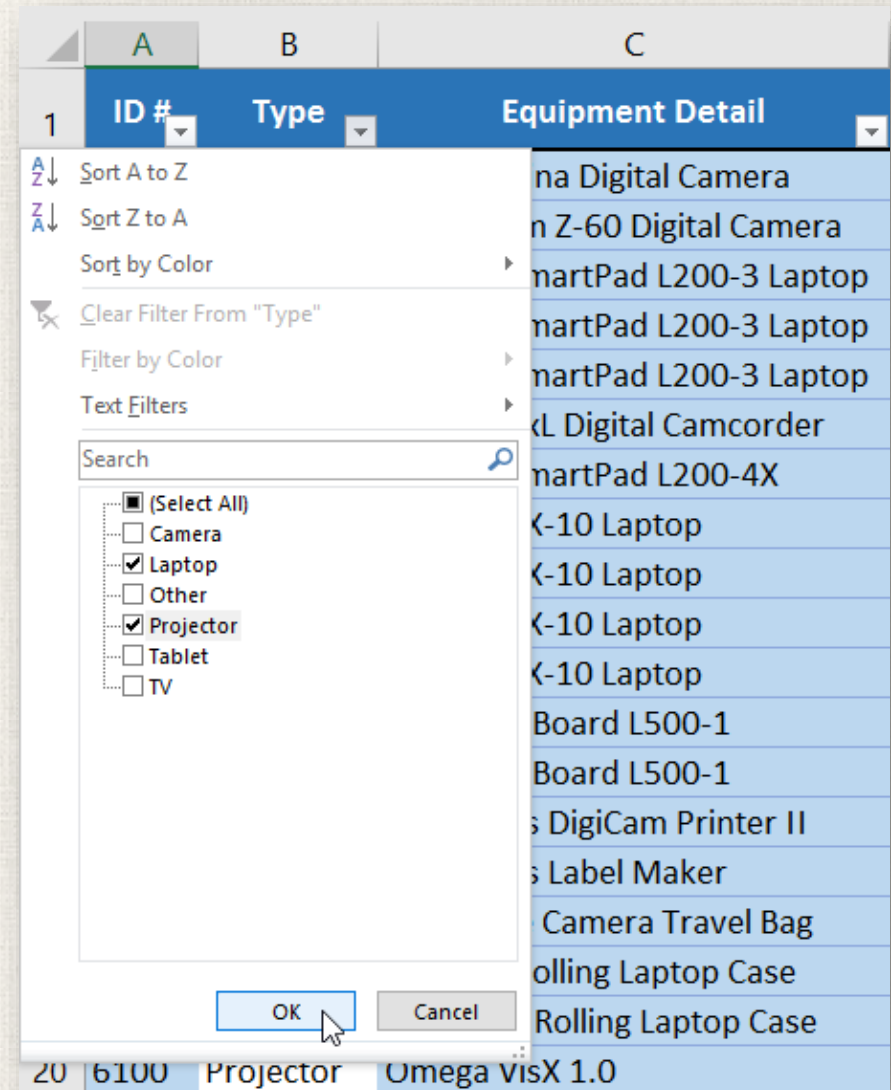
Filtering data

5. The **Filter menu** will appear.

6. **Uncheck** the box next to **Select All** to quickly deselect all data.

Filtering data

7. **Check** the boxes next to the data you want to filter, then click **OK**. In this example, we will check **Laptop** and **Projector** to view only these types of equipment.
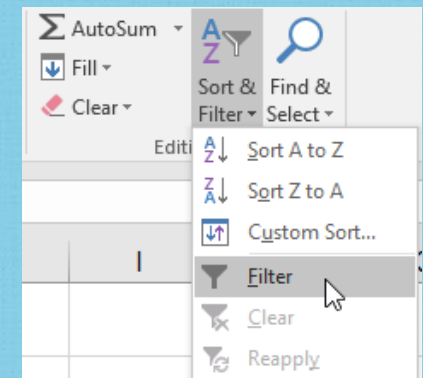
Filtering data

8. The data will be **filtered**, temporarily hiding any content that doesn't match the criteria. In our example, only laptops and tablets are visible.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
4	1021	Laptop	15" EDI SmartPad L200-3 Laptop	15-Sep-15	01-Oct-15	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	16-Aug-15	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-15	26-Sep-15	George D'Agosta
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15	Jay Peralta
20	6100	Projector	Omega VisX 1.0	28-Sep-15	01-Oct-15	Win Armitage
21	6101	Projector	Omega VisX 1.0	26-Sep-15	27-Sep-15	Michael Earley
22	6102	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15	Jamila Kyle
23	6200	Projector	Saris Lux T-80	01-Sep-15	04-Sep-15	Jolie Chaturvedi
24	6301	Projector	Saris Lux T-81 Lite	10-Sep-15		Marques Herndon
25	6302	Projector	Saris Lux T-81 Lite	08-Sep-15	15-Sep-15	Dean Sorenson
31						
32						

Filtering options can also be accessed from the **Sort & Filter** command on the **Home** tab.

Σ AutoSum
Fill
Clear

Sort & Filter
Find & Select

Editi

- Sort A to Z
- Sort Z to A
- Custom Sort...
- Filter
- Clear
- Reapply

Applying multiple filters

➤ Filters are **cumulative**, which means you can apply **multiple filters** to help narrow down your results. In this example, we've already filtered our worksheet to show laptops and projectors, and we'd like to narrow it down further to only show laptops and projectors that were checked out in August.
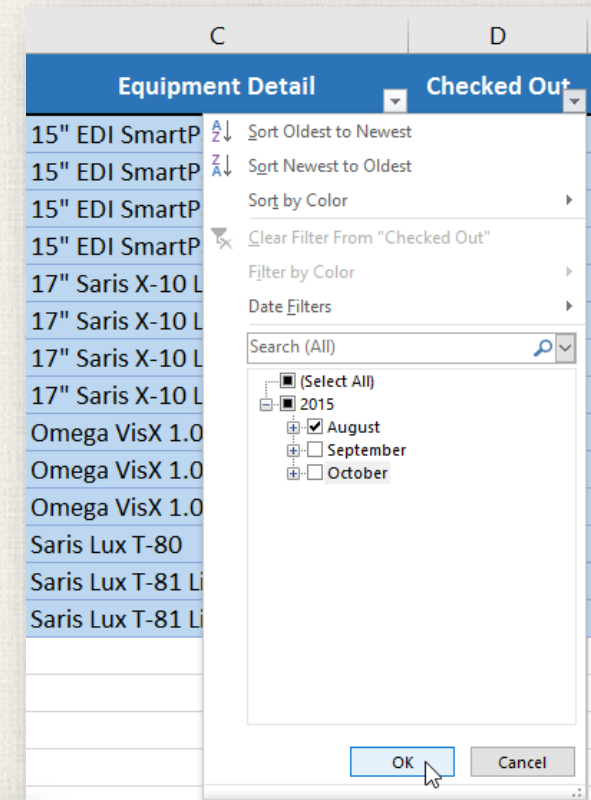
Applying multiple filters

1. Click the **drop-down arrow** for the column you want to filter. In this example, we will add a filter to column **D** to view information by date.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
4	1021	Laptop	15" EDI SmartPad L200-3 Laptop	15-Sep-15	01-Oct-15	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	15	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-15	26-Sep-15	George D'Agosta
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15	Jay Peralta
20	6100	Projector	Omega VisX 1.0	28-Sep-15	01-Oct-15	Win Armitage
21	6101	Projector	Omega VisX 1.0	26-Sep-15	27-Sep-15	Michael Earley
22	6102	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15	Jamila Kyle
23	6200	Projector	Saris Lux T-80	01-Sep-15	04-Sep-15	Jolie Chaturvedi
24	6301	Projector	Saris Lux T-81 Lite	10-Sep-15		Marques Herndon
25	6302	Projector	Saris Lux T-81 Lite	08-Sep-15	15-Sep-15	Dean Sorenson
31						
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Checked Out:
(Showing All)

Applying multiple filters

2. The **Filter menu** will appear.

3. **Check** or **uncheck** the boxes depending on the data you want to filter, then click **OK**. In our example, we'll uncheck everything except for **August**.

4. The new filter will be applied. In our example, the worksheet is now filtered to show only laptops and tablets that were checked out in August.

	C		D
	Equipment Detail		**Checked Out**
	15" EDI SmartP		
	15" EDI SmartP		
	15" EDI SmartP		
	15" EDI SmartP		
	17" Saris X-10 L		
	17" Saris X-10 L		
	17" Saris X-10 L		
	17" Saris X-10 L		
	Omega VisX 1.0		
	Omega VisX 1.0		
	Omega VisX 1.0		
	Saris Lux T-80		
	Saris Lux T-81 Li		
	Saris Lux T-81 Li		

Sort Oldest to Newest
Sort Newest to Oldest
Sort by Color
Clear Filter From "Checked Out"
Filter by Color
Date Filters
Search (All)
- (Select All)
- 2015
  - ☑ August
  - ☐ September
  - ☐ October

OK   Cancel

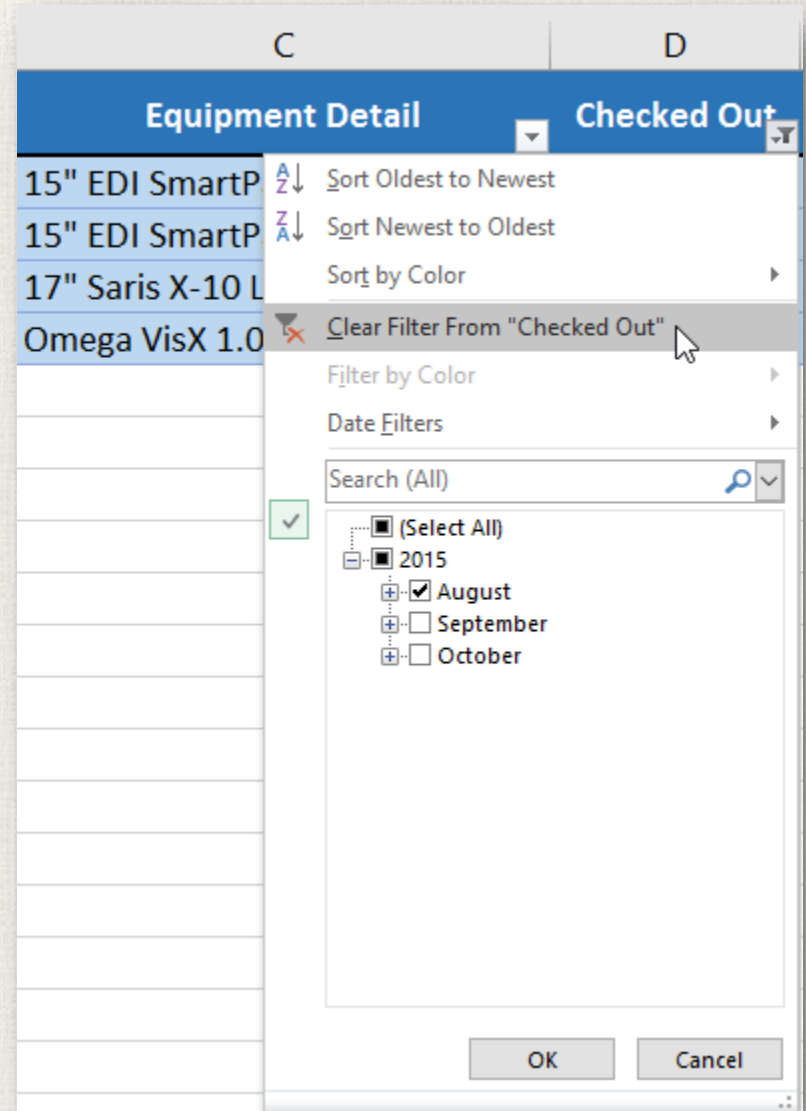|	A	B	C	D	E	F
1	**ID #**	**Type**	**Equipment Detail**	**Checked Out**	**Checked In**	**Checked Out By**
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	16-Aug-15	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15	Jennifer Weiss
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15	Jay Peralta
22	6102	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15	Jamila Kyle
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Clear a filter

After applying a filter, you may want to remove-or **clear**-it from your worksheet so you'll be able to filter content in different ways.

1. Click the **drop-down arrow** for the filter you want to clear. In our example, we'll clear the filter in column **D**.

▲	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	16-Aug-15	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15		Jennifer Weiss
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15	Jay Peralta
22	6102	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15	Jamila Kyle
31						
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Checked Out:
Equals "August 2015"

Clear a filter

2. The **Filter menu** will appear.

3. Choose **Clear Filter From [COLUMN NAME]** from the Filter menu. In our example, we'll select **Clear Filter From "Checked Out**".
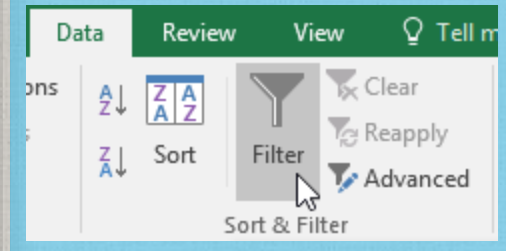
Clear a filter

4. The filter will be cleared from the column. The previously hidden data will be displayed.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
4	1021	Laptop	15" EDI SmartPad L200-3 Laptop	15-Sep-15	01-Oct-15	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	15	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-15	26-Sep-15	George D'Agosta
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15	Jay Peralta
20	6100	Projector	Omega VisX 1.0	28-Sep-15	01-Oct-15	Win Armitage
21	6101	Projector	Omega VisX 1.0	26-Sep-15	27-Sep-15	Michael Earley
22	6102	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15	Jamila Kyle
23	6200	Projector	Saris Lux T-80	01-Sep-15	04-Sep-15	Jolie Chaturvedi
24	6301	Projector	Saris Lux T-81 Lite	10-Sep-15		Marques Herndon
25	6302	Projector	Saris Lux T-81 Lite	08-Sep-15	15-Sep-15	Dean Sorenson
31						
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Checked Out:
(Showing All)

To remove all filters from your worksheet, click the **Filter** command on the **Data** tab.

Advanced Filtering

If you need a filter for something specific, basic filtering may not give you enough options. Fortunately, Excel includes many **advanced filtering tools**, including **search**, **text**, **date**, and **number filtering**, which can narrow your results to help find exactly what you need.

Filtering with search

▸ Excel allows you to **search** for data that contains an exact phrase, number, date, and more. In our example, we'll use this feature to show only **Saris** brand products in our equipment log.
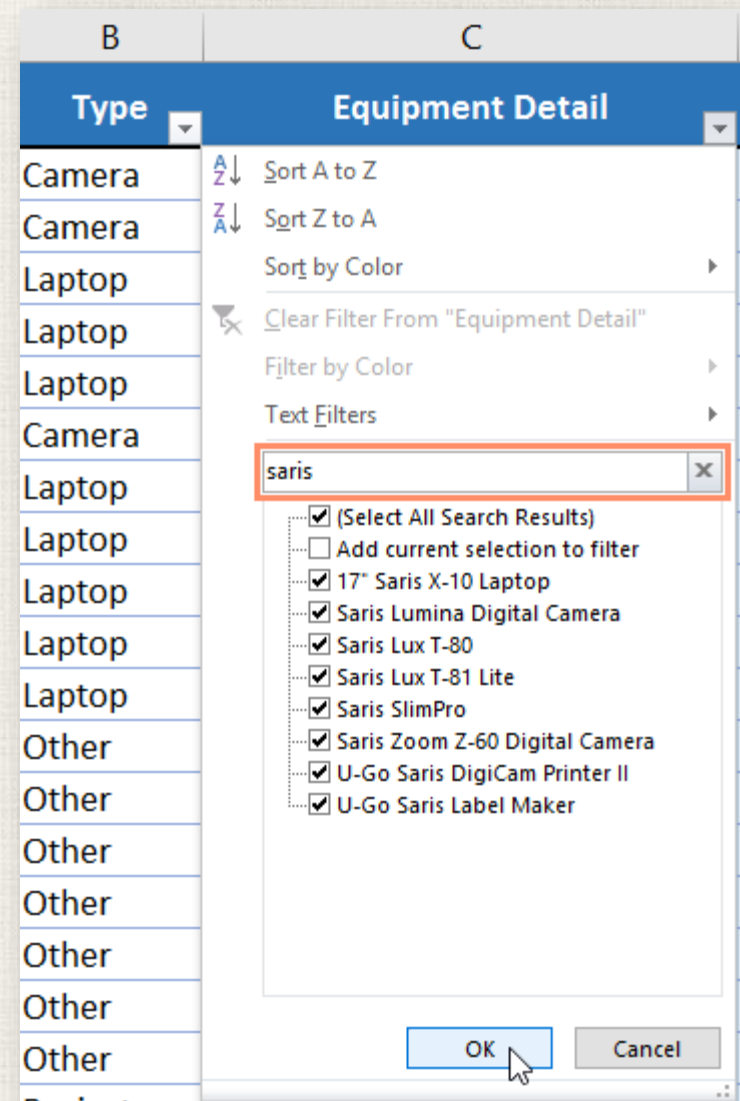
Filtering with search

1. Select the **Data** tab, then click the **Filter** command. A **drop-down arrow** will appear in the header cell for each column. **Note**: If you've already added filters to your worksheet, you can skip this step.

2. Click the **drop-down arrow** for the column you want to filter. In our example, we'll filter column **C**.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-15	15-May-15	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera		06-Aug-15	Sela Shepard
4	1021	Laptop	15" EDI SmartPad L200-3 Laptop	15-Sep-15	01-Oct-15	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	16-Aug-15	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15	Jennifer Weiss
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15		Min Seung
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15		Stanley Geyer

Equipment Detail: (Showing All)

Filtering with search

3. The **Filter menu** will appear. Enter a **search term** into the **search box**. Search results will appear automatically below the **Text Filters** field as you type. In our example, we'll type **saris** to find all Saris brand equipment. When you're done, click **OK**.

Filtering with search

4. The worksheet will be **filtered** according to your search term. In our example, the worksheet is now filtered to show only Saris brand equipment.

	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-15	15-May-15	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-15	06-Aug-15	Sela Shepard
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-15	26-Sep-15	George D'Agosta
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15	Jay Peralta
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-15	05-Aug-15	Hank Sorenson
16	3900	Other	U-Go Saris Label Maker	13-Jun-15	20-Jun-15	Clint Gosse
23	6200	Projector	Saris Lux T-80	01-Sep-15	04-Sep-15	Jolie Chaturvedi
24	6301	Projector	Saris Lux T-81 Lite	10-Sep-15		Marques Herndon
25	6302	Projector	Saris Lux T-81 Lite	08-Sep-15	15-Sep-15	Dean Sorenson
26	1011	Tablet	Saris SlimPro	04-Oct-15		Jay Peralta
27	1012	Tablet	Saris SlimPro	29-Sep-15		August Zorn
31						
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Advanced text filters

▶ **Advanced text filters** can be used to display more specific information, like cells that contain a certain number of characters or data that excludes a specific word or number. In our example, we'd like to exclude any item containing the word **laptop**.

Advanced text filters

1. Select the **Data** tab, then click the **Filter** command. A **drop-down arrow** will appear in the header cell for each column. **Note**: If you've already added filters to your worksheet, you can skip this step.

2. Click the **drop-down arrow** for the column you want to filter. In our example, we'll filter column **C**.
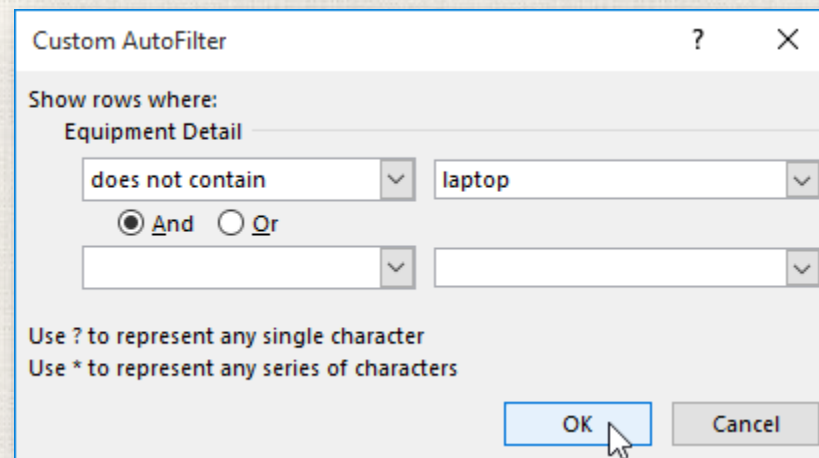
	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-15	15-May-15	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera		06-Aug-15	Sela Shepard
4	1021	Laptop	15" EDI SmartPad L200-3 Laptop	15-Sep-15	01-Oct-15	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	16-Aug-15	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15	Jennifer Weiss
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15		Min Seung
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15		Stanley Geyer

Equipment Detail:
(Showing All)

Advanced text filters

3. The **Filter menu** will appear. Hover the mouse over **Text Filters**, then select the desired text filter from the drop-down menu. In our example, we'll choose **Does Not Contain** to view data that does not contain specific text.

Advanced text filters

4. The **Custom AutoFilter** dialog box will appear. Enter the **desired text** to the right of the filter, then click **OK**. In our example, we'll type **laptop** to exclude any items containing this word.

Advanced text filters

5. The data will be filtered by the selected text filter. In our example, our worksheet now displays items that do not contain the word **laptop**.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-15	15-May-15	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-15	06-Aug-15	Sela Shepard
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15		Min Seung
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15	Min Seung
13	2050	Other	EDI SmartBoard L500-1	05-Oct-15	06-Oct-15	Anthony Liddell
14	2051	Other	EDI SmartBoard L500-1	01-Oct-15	05-Oct-15	Sofie Ragnar
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-15	05-Aug-15	Hank Sorenson
16	3900	Other	U-Go Saris Label Maker	13-Jun-15	20-Jun-15	Clint Gosse
17	4800	Other	7N Deluxe Camera Travel Bag	27-Jul-15	06-Aug-15	Sela Shepard
20	6100	Projector	Omega VisX 1.0	28-Sep-15	01-Oct-15	Win Armitage
21	6101	Projector	Omega VisX 1.0	26-Sep-15	27-Sep-15	Michael Earley
22	6102	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15	Jamila Kyle

Advanced number filters

Advanced number filters allow you to manipulate numbered data in different ways. In this example, we'll display only certain types of equipment based on the range of ID numbers.
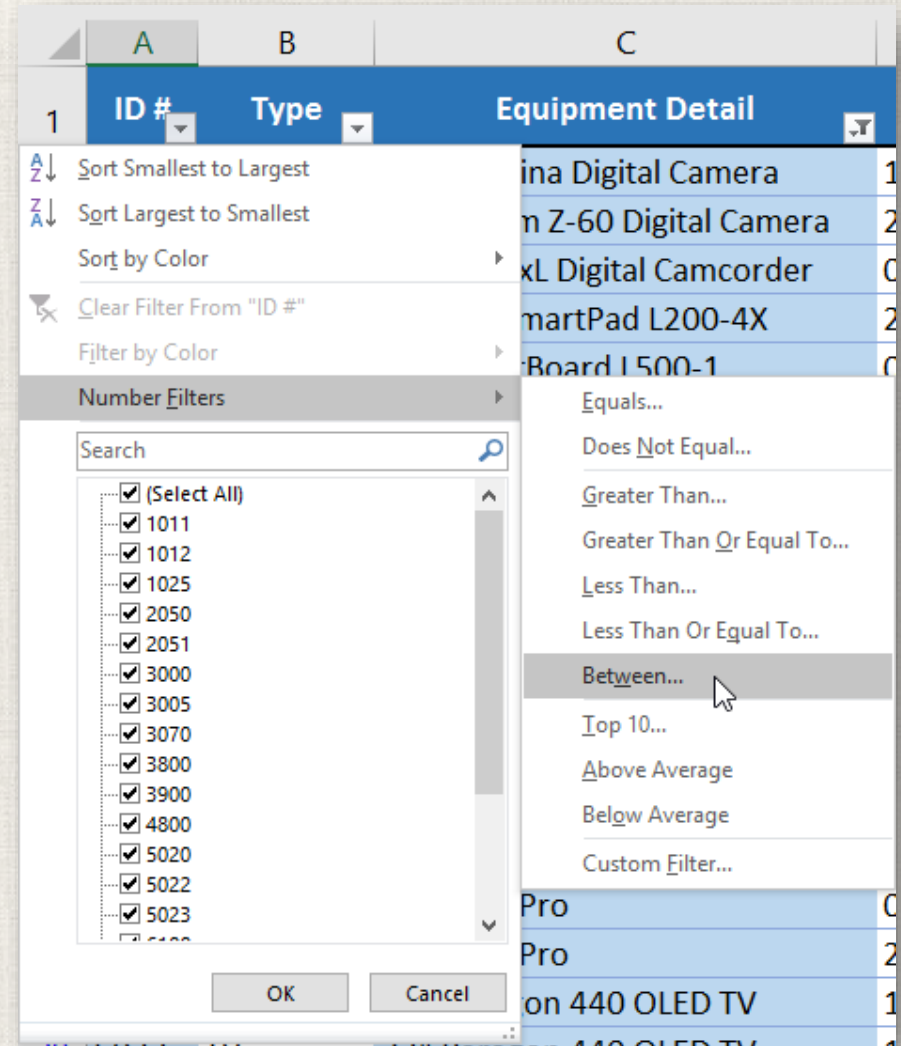
Advanced number filters

1. Select the **Data** tab on the Ribbon, then click the **Filter** command. A **drop-down arrow** will appear in the header cell for each column. **Note**: If you've already added filters to your worksheet, you can skip this step.

2. Click the **drop-down arrow** for the column you want to filter. In our example, we'll filter column **A** to view only a certain range of ID numbers.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-15	15-May-15	Shannon Nguyen
3	3005		Saris Zoom Z-60 Digital Camera	27-Jul-15	06-Aug-15	Sela Shepard
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15		Min Seung
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15	Min Seung
13	2050	Other	EDI SmartBoard L500-1	05-Oct-15	06-Oct-15	Anthony Liddell
14	2051	Other	EDI SmartBoard L500-1	01-Oct-15	05-Oct-15	Sofie Ragnar
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-15	05-Aug-15	Hank Sorenson
16	3900	Other	U-Go Saris Label Maker	13-Jun-15	20-Jun-15	Clint Gosse
17	4800	Other	7N Deluxe Camera Travel Bag	27-Jul-15	06-Aug-15	Sela Shepard
20	6100	Projector	Omega VisX 1.0	28-Sep-15	01-Oct-15	Win Armitage
21	6101	Projector	Omega VisX 1.0	26-Sep-15	27-Sep-15	Michael Earley

ID #:
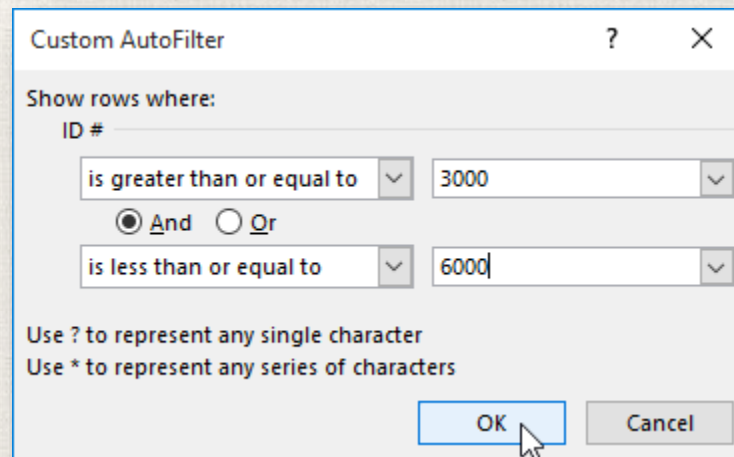(Showing All)

Advanced number filters

3. The **Filter menu** will appear. Hover the mouse over **Number Filters**, then select the desired number filter from the drop-down menu. In our example, we'll choose **Between** to view ID numbers between a specific number range.

Advanced number filters

4. The **Custom AutoFilter** dialog box will appear. Enter the desired **number(s)** to the right of each filter, then click **OK**. In our example, we want to filter for ID numbers greater than or equal to **3000** but less than or equal to **6000**, which will display ID numbers in the 3000-6000 range.

Advanced number filters

5. The data will be filtered by the selected number filter. In our example, only items with an ID number between **3000** and **6000** are visible.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-15	15-May-15	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-15	06-Aug-15	Sela Shepard
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15		Min Seung
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-15	05-Aug-15	Hank Sorenson
16	3900	Other	U-Go Saris Label Maker	13-Jun-15	20-Jun-15	Clint Gosse
17	4800	Other	7N Deluxe Camera Travel Bag	27-Jul-15	06-Aug-15	Sela Shepard
28	5020	TV	32" Paragon 440 OLED TV	11-Aug-15	13-Aug-15	Marta Lao
29	5022	TV	32" Paragon 440 OLED TV	17-Jul-15	17-Jul-15	Carl Langer
30	5023	TV	50" Paragon 490L LED TV	01-Oct-15	01-Oct-15	Margaret Lisbon
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Advanced data filters

Advanced date filters can be used to view information from a certain time period, such as last year, next quarter, or between two dates. In this example, we'll use advanced date filters to view only equipment that has been checked out between July 15 and August 15.
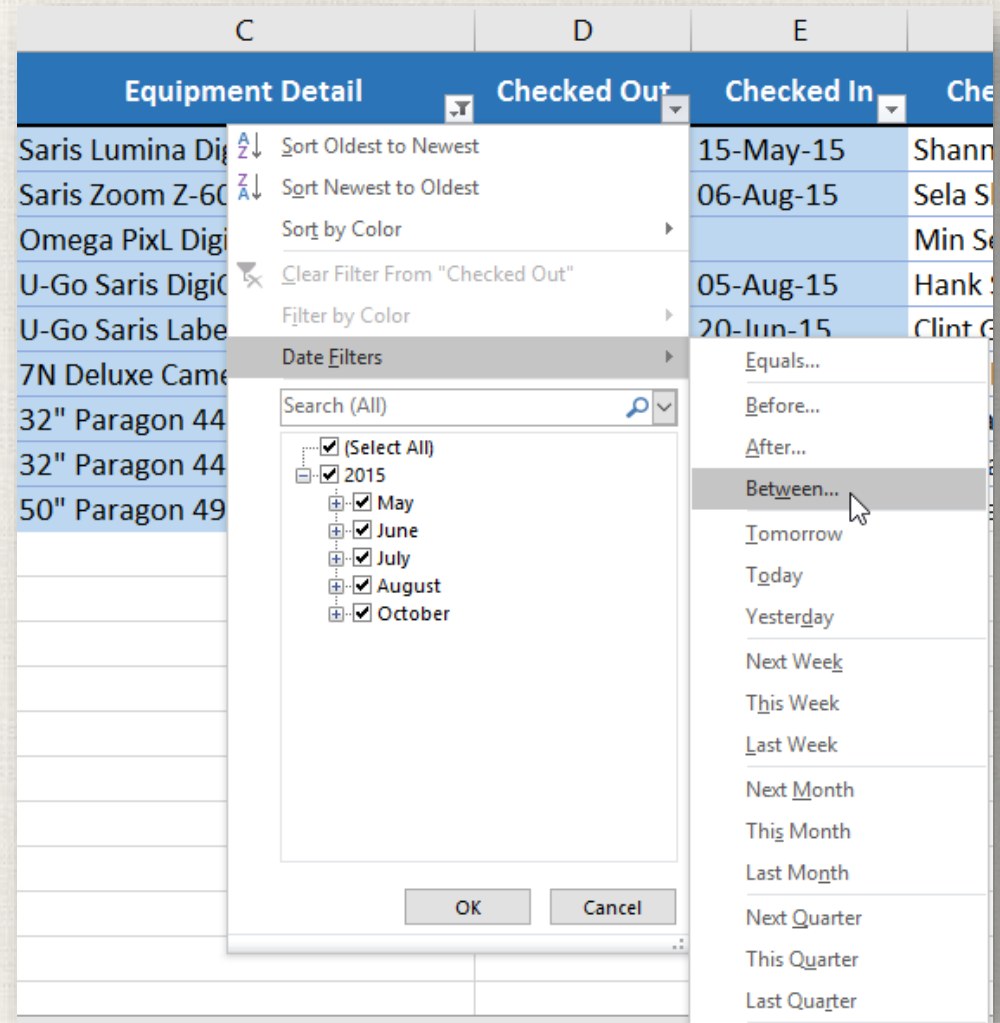
Advanced data filters

1. Select the **Data** tab, then click the **Filter** command. A **drop-down arrow** will appear in the header cell for each column. **Note**: If you've already added filters to your worksheet, you can skip this step.

2. Click the **drop-down arrow** for the column you want to filter. In our example, we'll filter column **D** to view only a certain range of dates.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-15	15-May-15	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-15	15	Sela Shepard
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15		Min Seung
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-15	05-Aug-15	Hank Sorenson
16	3900	Other	U-Go Saris Label Maker	13-Jun-15	20-Jun-15	Clint Gosse
17	4800	Other	7N Deluxe Camera Travel Bag	27-Jul-15	06-Aug-15	Sela Shepard
28	5020	TV	32" Paragon 440 OLED TV	11-Aug-15	13-Aug-15	Marta Lao
29	5022	TV	32" Paragon 440 OLED TV	17-Jul-15	17-Jul-15	Carl Langer
30	5023	TV	50" Paragon 490L LED TV	01-Oct-15	01-Oct-15	Margaret Lisbon
31						
32						

Checked Out:
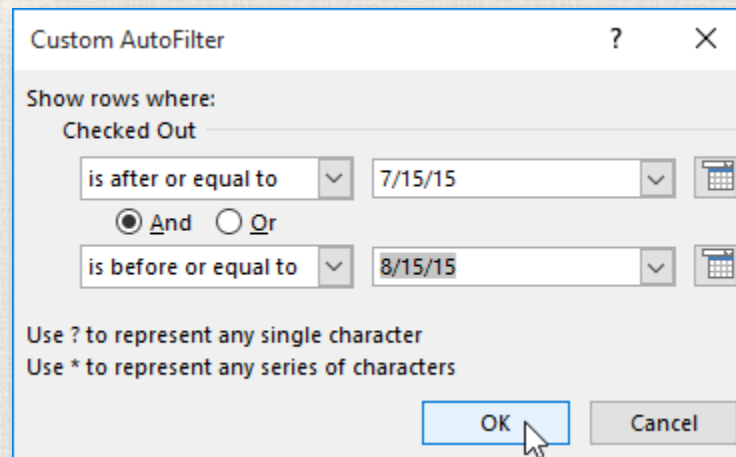(Showing All)

Advanced data filters

3. The **Filter menu** will appear. Hover the mouse over **Date Filters**, then select the desired date filter from the drop-down menu. In our example, we'll select **Between** to view equipment that has been checked out between July 15 and August 15.

Advanced data filters

4. The **Custom AutoFilter** dialog box will appear. Enter the desired **date(s)** to the right of each filter, then click **OK**. In our example, we want to filter for dates after or equal to **July 15, 2015**, and before or equal to **August 15, 2015**, which will display a range between these dates.

Advanced data filters

5. The worksheet will be filtered by the selected date filter. In our example, we can now see which items have been checked out **between July 15 and August 15**.

	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-15	06-Aug-15	Sela Shepard
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-15	05-Aug-15	Hank Sorenson
17	4800	Other	7N Deluxe Camera Travel Bag	27-Jul-15	06-Aug-15	Sela Shepard
28	5020	TV	32" Paragon 440 OLED TV	11-Aug-15	13-Aug-15	Marta Lao
29	5022	TV	32" Paragon 440 OLED TV	17-Jul-15	17-Jul-15	Carl Langer
31						
32						

Practice

- Open our **practice workbook**.

- Click the **Customers** tab in the bottom-left of the workbook.

- **Apply a filter** to show only **Electronics** and **Instruments**.

- Use the **Search** feature to filter item descriptions that contain the word **Sansei**. After you do this, you should have **six** entries showing.

- **Clear** the Item Description filter.

- Using a **number filter**, show loan amounts **greater than or equal to** $100.

- Filter to show only items that have deadlines in 2016.

Solution

	A	B	C	D	E	F
1	ID#	Customer Last Name	Item Description	Item Type	Loan Amount	Deadline
7	2045	Smith	15" Suzu Laptop	Electronics	$150.00	1/24/2016
13	2965	Haley	Milano 4/4 Size Cello with Hard Case	Instrument	$200.00	1/18/2016
14	2345	Marquez-Jimenez	Sansei Portable Gaming System Black	Electronics	$100.00	2/2/2016
19	1056	Dwivedi	1950s Steel Lap Slide Guitar	Instrument	$175.00	4/26/2016
25	4956	Gorecki	15.6" 500 GB Sansei Laptop	Electronics	$205.00	1/1/2016