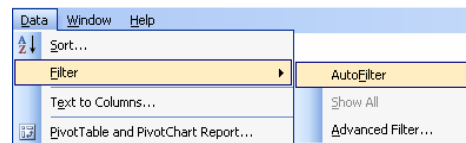


Tuesday TechTip:

Filtering data in Excel can be quite useful but sometimes quite confusing. Today's TechTip will cover the basics of using Excel's AutoFilter feature to quickly and easily access specific data needed in large spreadsheets.

Turn on AutoFilter in Excel:

1. From Excel's File menu, click **Data**.
2. Find and select **Filter** → **AutoFilter**.
3. Once **AutoFilter** is turned on, you will notice arrows next to each column header.



	A	B	C	D
1	Example First Name	Example Last Name	Example City	Example State
2	Joe	Smith	Columbia	MO

Filter by Column:

1. Click the arrow next to the column that you would like to filter. In this example, I will filter by Zip Code only.
2. Select the appropriate field or fields you would like to filter. You may filter as many columns as you'd like. In this example, I would like to filter any '65109' zip code.

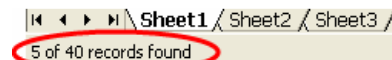
E
Example Zip
Sort Ascending
Sort Descending
(All)
(Top 10...)
(Custom...)
08540
63401
65109
65202
65251
65270
92101
98052

AutoFilter Tips:

- When a field is filtered the arrow will turn from black to blue.

	A	B	C	D	F
1	Example First Name	Example Last Name	Example City	Example State	Example Zip
5	michael	miller	Jefferson City	MO	65109
13	anthony	harris	Jefferson City	MO	65109
21	olivia	davis	Jefferson City	MO	65109
29	matthew	white	Jefferson City	MO	65109
37	emma	martinez	Jefferson City	MO	65109

- If you copy a filtered list it will only copy the filtered data.
- To view ratio of filtered records to total number of records, look in the bottom left hand corner of the workbook.
- For more detailed information on Excel AutoFilter feature, go to eServices → Staff Documentation page.



Turn off AutoFilter in Excel:

1. From Excel's File menu, click **Data**.
2. From Excel's File menu, click **Data**.
3. Find and select **Filter** → **AutoFilter**.
NOTE: If there is a ✓ next to AutoFilter it is turned on.