

Outlining data.

Filtering data.

Formatting
tables

Introduction

Filters can be used to narrow down the data in your worksheet and hide parts of it from view. While it may sound a little like grouping, filtering is different because it allows you to qualify and display only the data that interests you. For example, you could filter a list of survey participants to view only those who are between the ages of 25 and 34. You could also filter an inventory of paint colors to view anything that contains the word **blue**, such as **bluebell** or **robin's egg blue**.

Filtering data

1. Begin with a worksheet that identifies each column using a header row.
2. Select the **Data** tab, then locate the **Sort & Filter** group.
3. Click the **Filter** command.
4. Drop-down arrows will appear in the header of each column.
5. Click the **drop-down arrow** for the column you want to filter. In this example, we'll filter the Type column to view only certain types of equipment.
6. The **Filter** menu appears.
7. **Uncheck** the boxes next to the data you don't want to view, or uncheck the box next to **Select All** to quickly uncheck all.
8. **Check** the boxes next to the data you do want to view. In this example, we'll check Laptop and Projector to view only these types of equipment.

Filtering data

| | A | B | C | D | E |
|----|--|-----------|------------------|-------------|------------|
| 1 | Equipment Log — Ragnar Technologies Inc. | | | | |
| 2 | ID # | Type | Equipment Detail | Checked Out | Checked In |
| 3 | 1011 | Laptop | 10" S | | |
| 4 | 1012 | Laptop | 10" S | | |
| 5 | 1021 | Laptop | 15" E | | 01-Oct-10 |
| 6 | 1022 | Laptop | 15" E | | 16-Aug-10 |
| 7 | 1023 | Laptop | 15" E | | 15-Aug-10 |
| 8 | 1025 | Laptop | 15" E | | 04-Oct-10 |
| 9 | 1031 | Laptop | 17" S | | |
| 10 | 1032 | Laptop | 17" S | | |
| 11 | 1033 | Laptop | 17" S | | 26-Sep-10 |
| 12 | 1034 | Laptop | 17" S | | 27-Aug-10 |
| 26 | 6100 | Projector | Ome | | 01-Oct-10 |
| 27 | 6101 | Projector | Ome | | 27-Sep-10 |
| 28 | 6102 | Projector | Ome | | 23-Aug-10 |
| 29 | 6200 | Projector | Saris | | 04-Sep-10 |
| 30 | 6301 | Projector | Saris | | |
| 31 | 6302 | Projector | Saris | | 15-Sep-10 |
| 32 | | | | | |
| 33 | | | | | |
| 34 | | | | | |
| 35 | | | | | |

| Sort | |
|-------|---------------------------------|
| | Sort Oldest to Newest |
| | Sort Newest to Oldest |
| | Sort by Color |
| ----- | |
| | Clear Filter From "Checked Out" |
| | Filter by Color |
| | Date Filters |

| Search (All) | |
|-------------------------------------|--------------|
| <input checked="" type="checkbox"/> | (Select All) |
| <input checked="" type="checkbox"/> | 2010 |
| <input checked="" type="checkbox"/> | August |
| <input type="checkbox"/> | September |
| <input type="checkbox"/> | October |

| | |
|----|--------|
| OK | Cancel |
|----|--------|

Using advanced date filters

1. From the **Data** tab, click the **Filter** command.
2. Click the **drop-down arrow** in the column of **dates** you want to filter. In this example, we'll filter the Checked Out column to view only a certain range of dates.
3. Choose **Date Filters** to open the advanced filtering menu.
4. Click a **filter**. We'll choose This Week to view equipment that has been checked out this week.
5. The worksheet will be filtered according to the date filter you chose.

Using advanced data filters

| | C | D | E | F |
|----|------------------------------|-------------|------------|----------------|
| 1 | Ragnar Technologies Inc. | | | |
| 2 | Equipment Detail | Checked Out | Checked In | By Whom |
| 3 | 10" S | | | Jay Peralta |
| 4 | 10" S | | | August Zorn |
| 5 | 15" E | | 01-Oct-10 | Sofie Ragnar |
| 6 | 15" E | | 16-Aug-10 | Hank Sorenson |
| 7 | 15" E | | 15-Aug-10 | Jennifer Weiss |
| 8 | 15" E | | 04-Oct-10 | Min Seung |
| 9 | 17" S | | | |
| 10 | 17" S | | | |
| 11 | 17" S | | | |
| 12 | 17" S | | | |
| 13 | EDIS | | | |
| 14 | EDIS | | | |
| 15 | Saris | | | |
| 16 | Saris | | | |
| 17 | Ome | | | |
| 18 | U-Gc | | | |
| 19 | U-Gc | | | |
| 20 | 7N D | | | |
| 21 | 7N Li | | | |
| 22 | 7N Heavy Rolling Laptop Case | 04-Oct-10 | | |

| Sort | Filter | Date Filter |
|---------------------------------|--------|------------------|
| Sort Oldest to Newest | | Equals... |
| Sort Newest to Oldest | | Before... |
| Sort by Color | | After... |
| Clear Filter From "Checked Out" | | Between... |
| Filter by Color | | Tomorrow |
| | | Today |
| | | Yesterday |
| | | Next Week |
| | | This Week |
| | | Last Week |
| | | Next Month |
| | | This Month |

| Date Filters |
|--|
| Search (All) |
| <input checked="" type="checkbox"/> (Select All) |
| <input checked="" type="checkbox"/> 2010 |
| <input checked="" type="checkbox"/> May |
| <input checked="" type="checkbox"/> June |
| <input checked="" type="checkbox"/> July |
| <input checked="" type="checkbox"/> August |
| <input checked="" type="checkbox"/> September |
| <input checked="" type="checkbox"/> October |
| OK |
| Cancel |

Formatting tables

1. Select the cells you want to format as a table. In this example, an invoice, we'll format the cells containing the column headers and order details.
2. Click the **Format as Table** command in the **Styles** group on the Home tab.
3. A list of predefined **table styles** will appear. Click a table style to select it.
4. A dialog box will appear, confirming the **range** of cells you have selected for your table. The cells will appear selected in the spreadsheet, and the range will appear in the dialog box . If necessary, **change** the range by selecting a new range of cells directly on your spreadsheet . If your table has headers, check the box next to **My table has headers**.
5. Click **OK**. The data will be formatted as a table in the style you chose.

Formatting tables

The image shows the 'Format as Table' task pane in Microsoft Excel. The pane is divided into several sections:

- Format as Table:** A yellow button with a grid icon and a paintbrush.
- Table Styles:** A row of six buttons: 'Normal' (white), 'Bad' (pink), 'Good' (green), 'Neutral' (yellow), 'Calculation' (grey), and 'Check Cell' (dark grey).
- Explanatory ...:** A button with the text 'Explanatory ...' in italics.
- Input:** A button with the text 'Input' in italics.
- Light:** A section containing a grid of 21 table style thumbnails. The thumbnails are arranged in three rows:
 - Row 1: 7 thumbnails with dashed lines, colored black, orange, red, grey, green, and yellow.
 - Row 2: 7 thumbnails with solid lines, colored black, orange, red, grey, green, and yellow.
 - Row 3: 7 thumbnails with solid lines and grid borders, colored black, orange, red, grey, green, and yellow.

The 'Light' section is currently selected, and a mouse cursor is hovering over the grey dashed-line style in the first row, second column.

Final