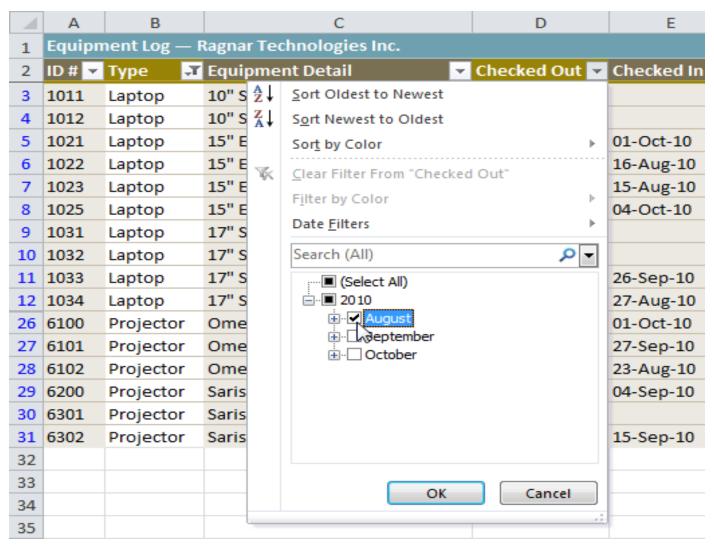# Outlining data. Filtering data. Formatting tables

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.
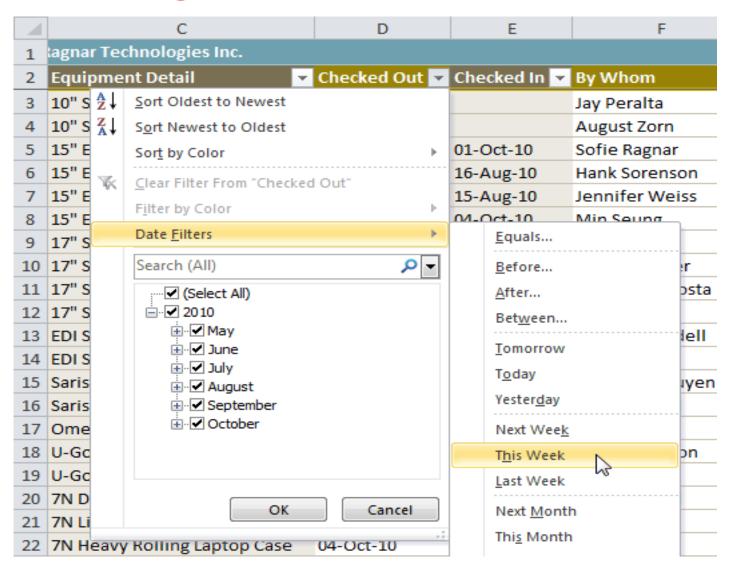
Filtering data

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.

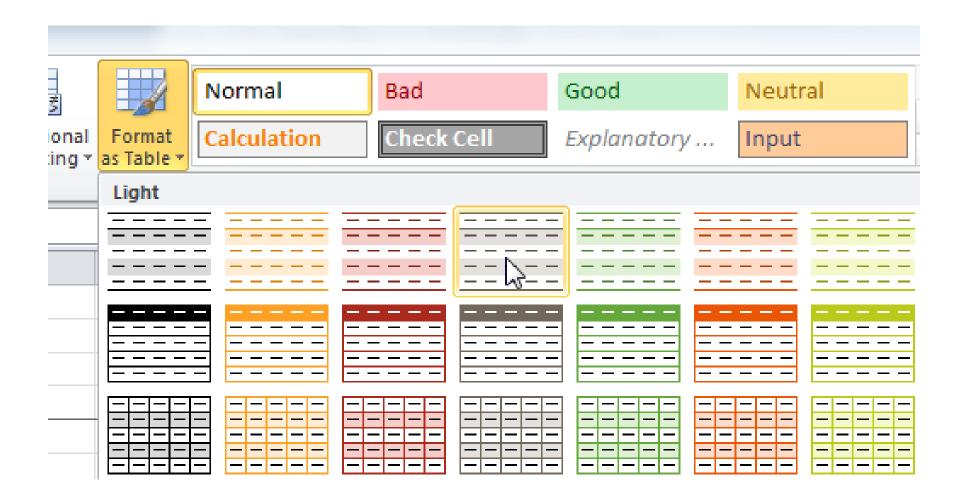5. The worksheet will be filtered according to the date filter you chose.

Using advanced data filters

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

Final