

## Master Your Spreadsheet

### Using AutoFilter To Search or Filter Your List Data

In case you have a large list of data in your Excel worksheet the Autofilter function is a very efficient way to analyse your data totally flexible and quick.

The AutoFilter option helps you to show only the data matching your criteria in the Excel list. It then hides the rows that you do not want without changing the order and sequence of your data-list.

Please make sure that your list does not contain a blank column or row!

To use the AutoFilter option to filter data in an Excel sheet:

1. Select a cell in the list.
2. Select **Data** ► **Filter** ► **AutoFilter**  
The AutoFilter arrow appears to the right of each column header in your data list. Now you can use these small arrows to select or funnel your data.
3. Click the drop-down arrow.  
The unique entries in that column are displayed.

	A	B	C	D
1	Who	Week	What	Amount
2	Joe		Sort Ascending	18
3	Beth		Sort Descending	17
4	Janet		(All)	14
5	Joe		(Top 10...)	12
6	Joe		(Custom...)	19
7	Janet		Beer	12
8	Joe		Car	19
9	Beth		Food	15
10	Janet		5 Beer	19

4. Select one of these entries in the drop-down list.  
Only those rows (or records) that match the selected entry are displayed; all the remaining records in the list are hidden. Note that the drop-down arrow turns blue. And the row-numbers in the excel worksheet also turn blue. This works as a reminder that you are now working with a subset of your entire list.

	A	B	C	D
1	Who	Week	What	Amount
2	Joe		3 Beer	18
4	Janet		5 Beer	14
6	Joe		4 Beer	19
9	Beth		4 Beer	15
10	Janet		5 Beer	19

## Using AutoFilter To Search or Filter Your List Data

5. Click the AutoFilter arrow to select one of the following AutoFilter options:

Sort Ascending: Records are arranged in the ascending order, this actually rearranges the list and I would avoid this option. Please check [Sort \(link\)](#) if you want to sort your list.

Sort Descending: Records are arranged in the descending order, this actually rearranges the list and I would avoid this option. Please check [Sort \(link\)](#) if you want to sort your list.

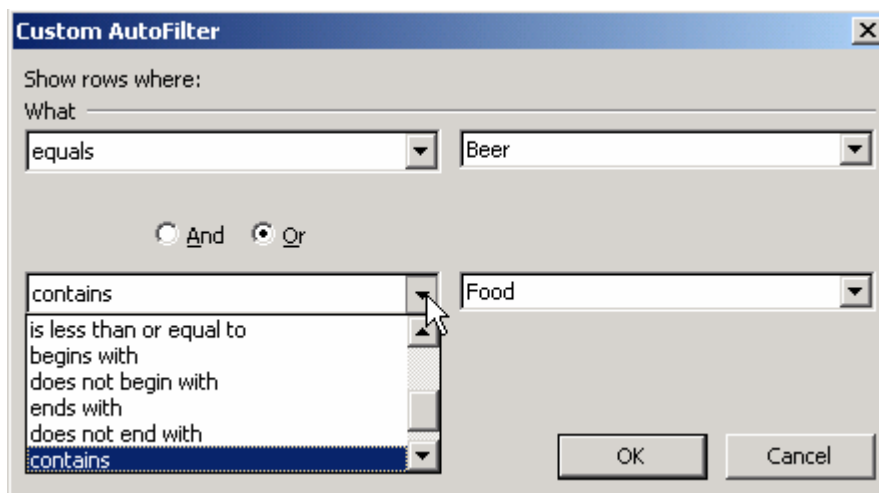
All: Disables any prior selection or criteria for this particular column

Top10: Only useable for columns containing numbers

Custom: Very powerful selection mode.

You can set two criteria and join them by a logical AND / OR relationship.

You can even choose the criteria "Contains" and with this display all rows where this particular column entry contains something like "Sydney"



To get back to the original list showing all rows simply choose Data, Filter and Show All. That is often times easier than to check each column whether the little arrow is still blue or black.

NB. If you add a new column this will not be included in the AutoFilter-mode.

If you insert a new column the AutoFilter mode will be active for this new column as well