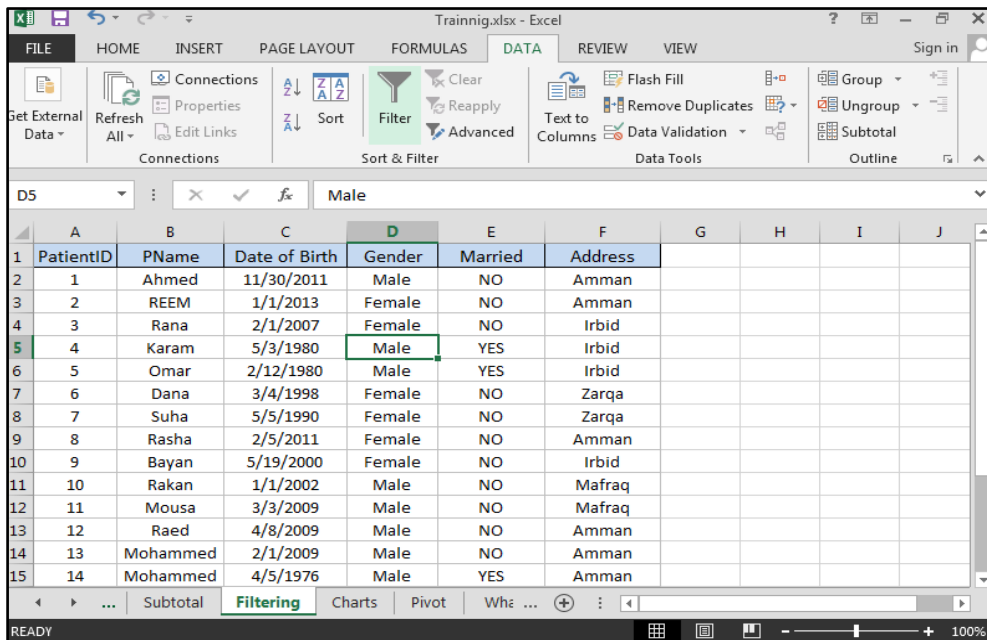


Filtering

When you have a large data in your worksheet, it is difficult to find information quickly so filtering is a powerful tool in excel that helps you to narrow down the data in your sheet, by displaying only the information that you need. The following examples demonstrates how filtering can be applied in Excel.

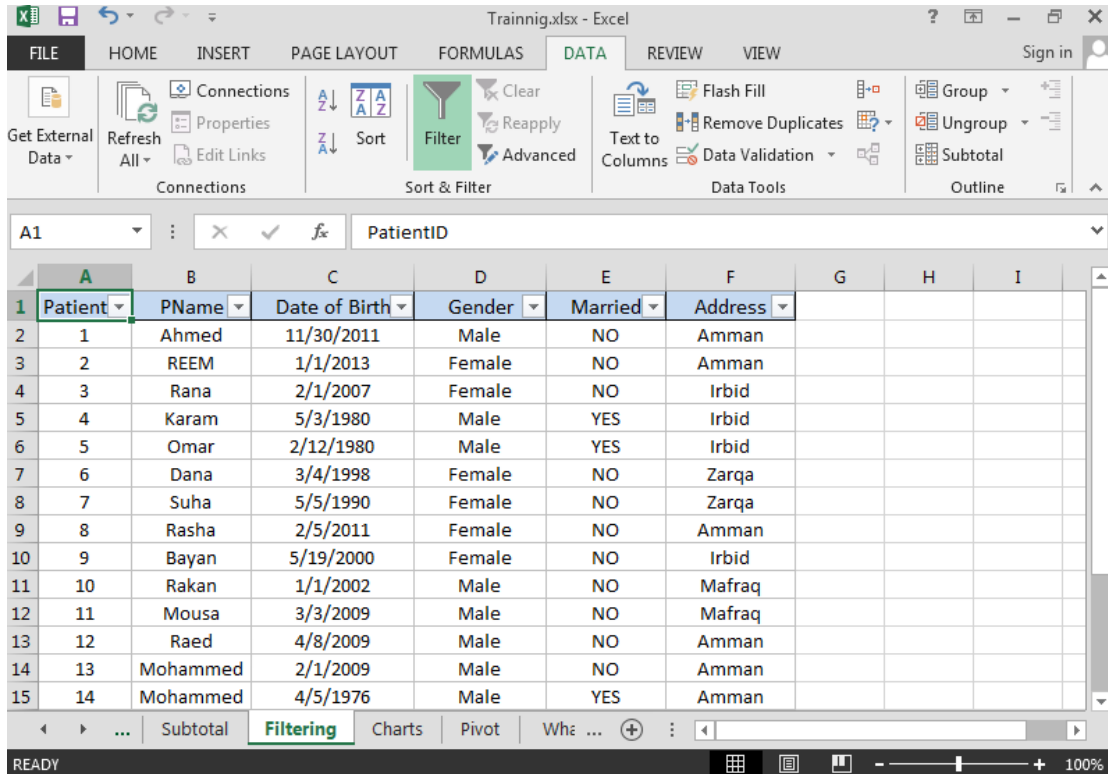
Example:

1. In Training.xlsx, open the Filtering sheet; select any cell in the table then goto *Data Tab*, *Sort & Filter* group then click *Filter* .



Computer Skills for Medical Students (Filtering Handout)

2. After Clicking the Filter button, a drop-down arrow will appear in the header cell for each column.



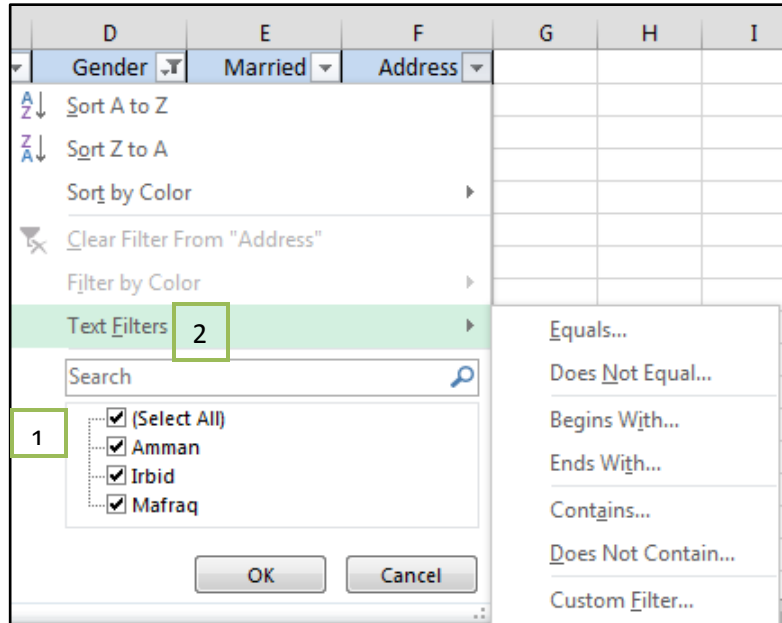
Now this sheet is ready for applying filters, we mainly have three Types of filters namely: Text filters, Date filters and Number filters.

The Following examples will demonstrate each of the three types:

Filters Using Text (Text Filters) :

Filter using text is usually applied on columns that contain text values. When you click the drop down arrow in the address column for example, the following menu will appear :

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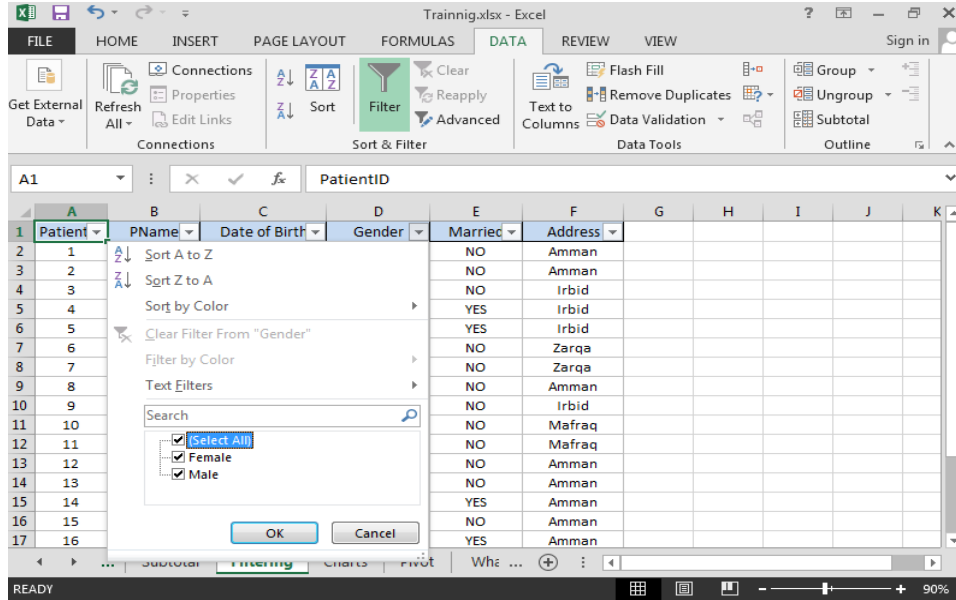
1. *Select All*: contains the values in the address column. when you check Amman only for example , then the `data will be filtered to display address equals Amman only . you can check more than one check box at the same time Irbid and Mafrq for example. When you check **select All** then all the data in this column will be displayed.

Computer Skills for Medical Students (Filtering Handout)

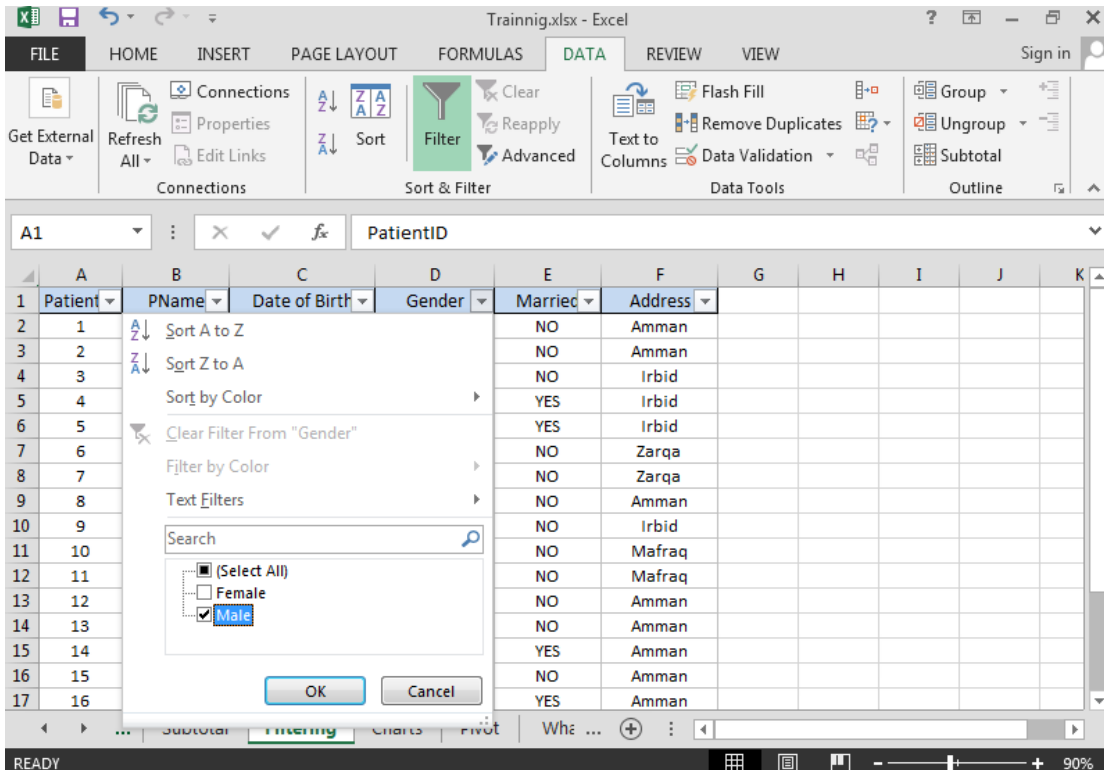
2. *Text Filters*: contain all the conditions that can be applied on a Text column.

Example

1. If we want to display only the Male patients. Click the drop down arrow for the gender column.



3. Deselect select All, then select the Male checkbox , then press ok .



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4. After clicking ok , the Male patients will be displayed, note that the rows that doesn't match the condition(s) are hidden .

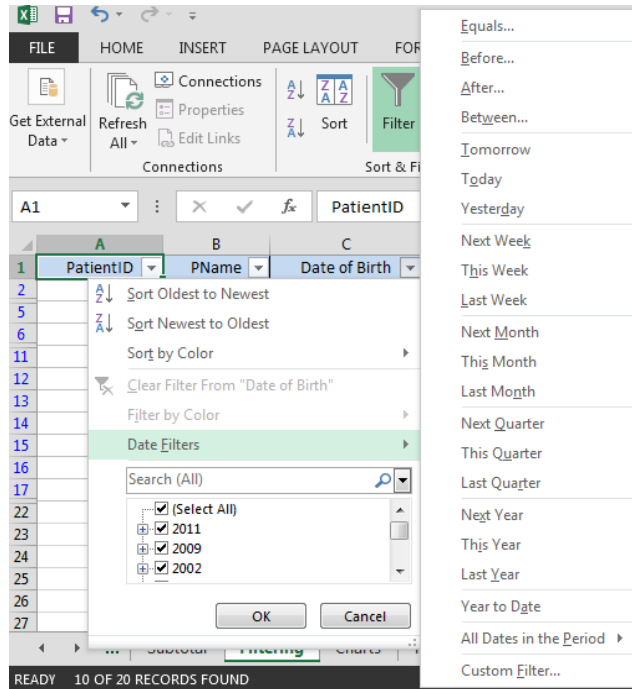
The screenshot shows the Microsoft Excel interface with the 'DATA' tab selected. The 'Filter' button in the 'Sort & Filter' group is highlighted. The spreadsheet displays a table with columns: PatientID, PName, Date of Birth, Gender, Married, and Address. The 'Gender' column is filtered to show only 'Male' patients. The status bar at the bottom indicates 'READY 10 OF 20 RECORDS FOUND'. A callout box points to the status bar with the text 'Number of records obtained'.

PatientID	PName	Date of Birth	Gender	Married	Address
1	Ahmed	11/30/2011	Male	NO	Amman
4	Karam	5/3/1980	Male	YES	Irbid
5	Omar	2/12/1980	Male	YES	Irbid
10	Rakan	1/1/2002	Male	NO	Mafraq
11	Mousa	3/3/2009	Male	NO	Mafraq
12	Raed	4/8/2009	Male	NO	Amman
13	Mohammed	2/1/2009	Male	NO	Amman
14	Mohammed	4/5/1976	Male	YES	Amman
15	Ahmed	2/8/1996	Male	NO	Amman
16	Yousef	3/2/1967	Male	YES	Amman

Date Filters :

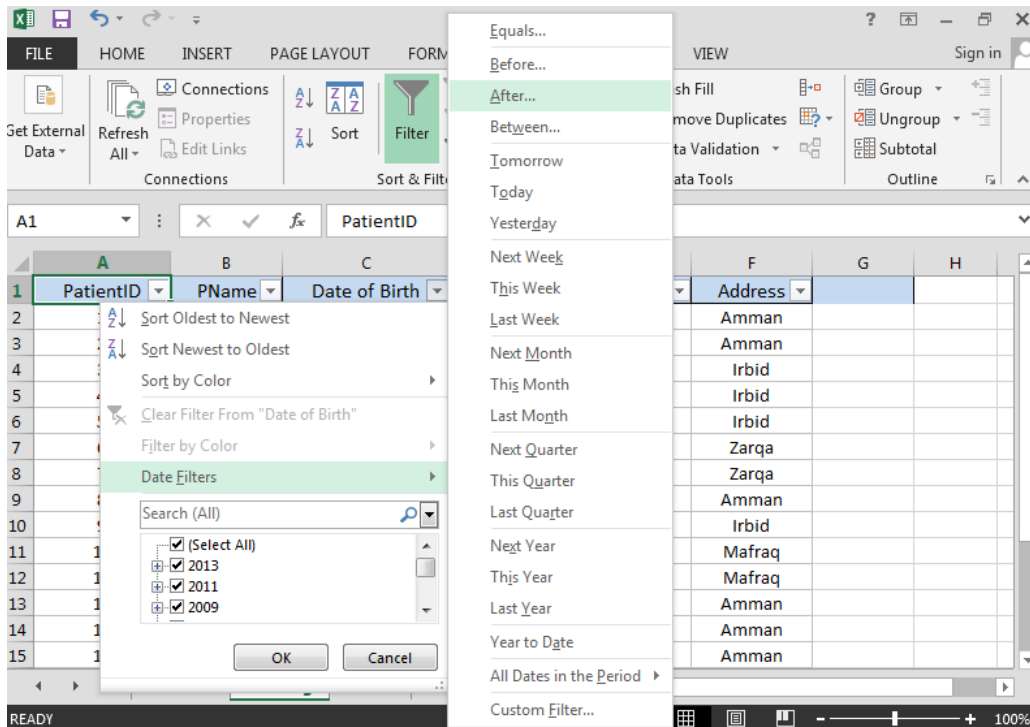
Filter using Dates is usually applied on columns that contain Dates. For example, when you click the drop down arrow in the Date of Birth column following menu will appear:

Computer Skills for Medical Students (Filtering Handout)



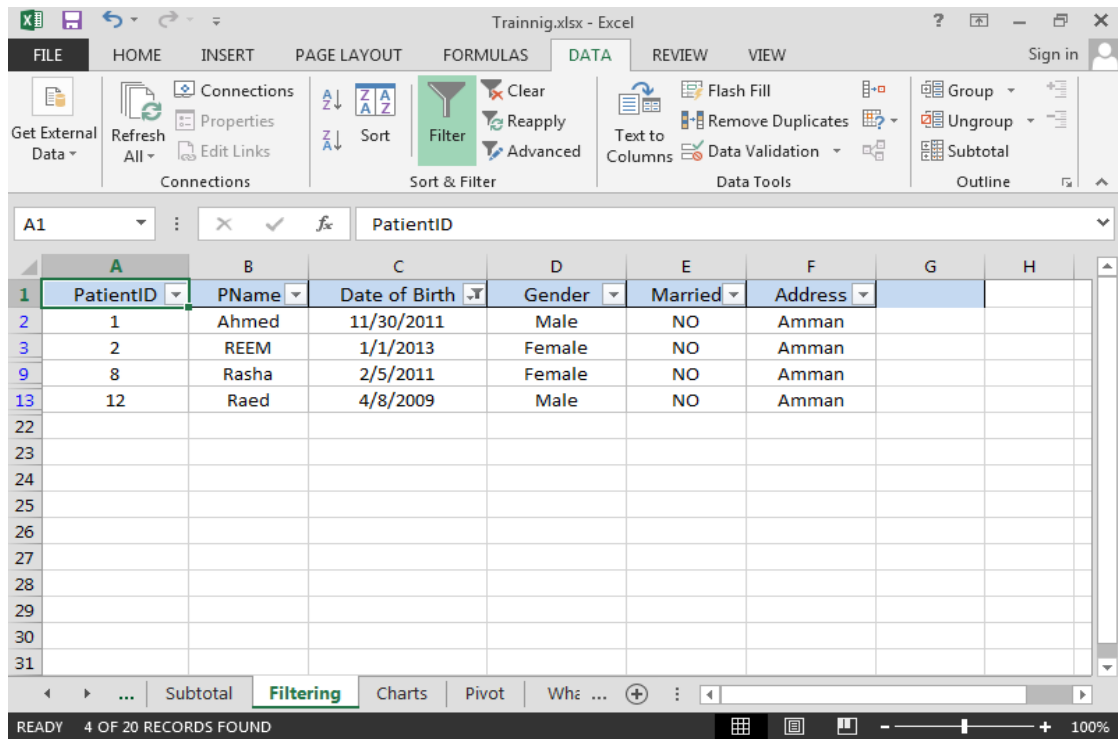
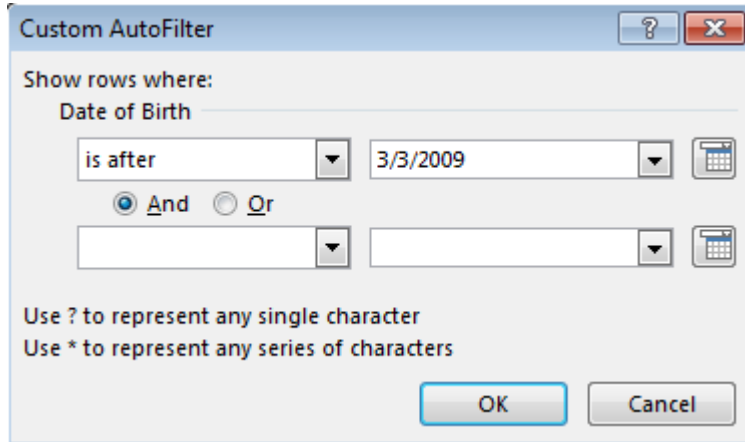
Example:

1. To display the patients whose Date of Birth is after 3/3/2009, click the drop down arrow beside the Date of Birth column, and select Date filters then **After**.




Computer Skills for Medical Students (Filtering Handout)

2. Write the value of the Date in the dialog box, press ok then the patients who were born after 3/3/2009 will be displayed.

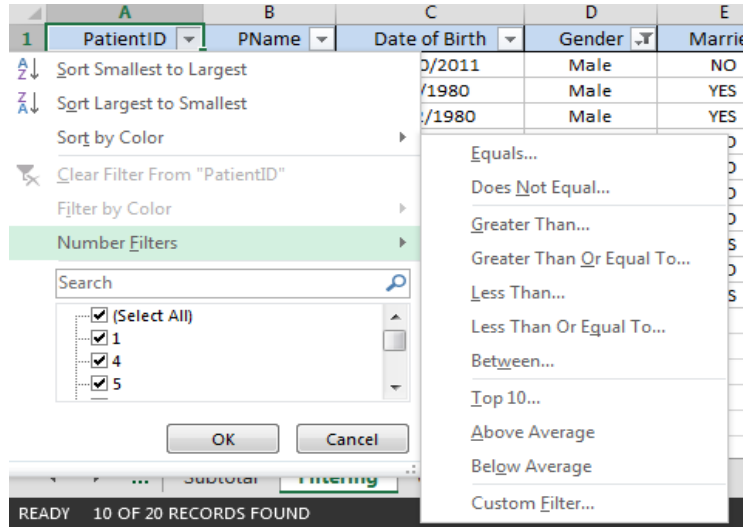


Removing a Filter

To remove the filter applied on any column click the arrow  beside the filtered column then select the checkbox **Select All** then press ok. If more than one column are used to filter the data then you have to repeat the process on all the columns

Numbers Filters

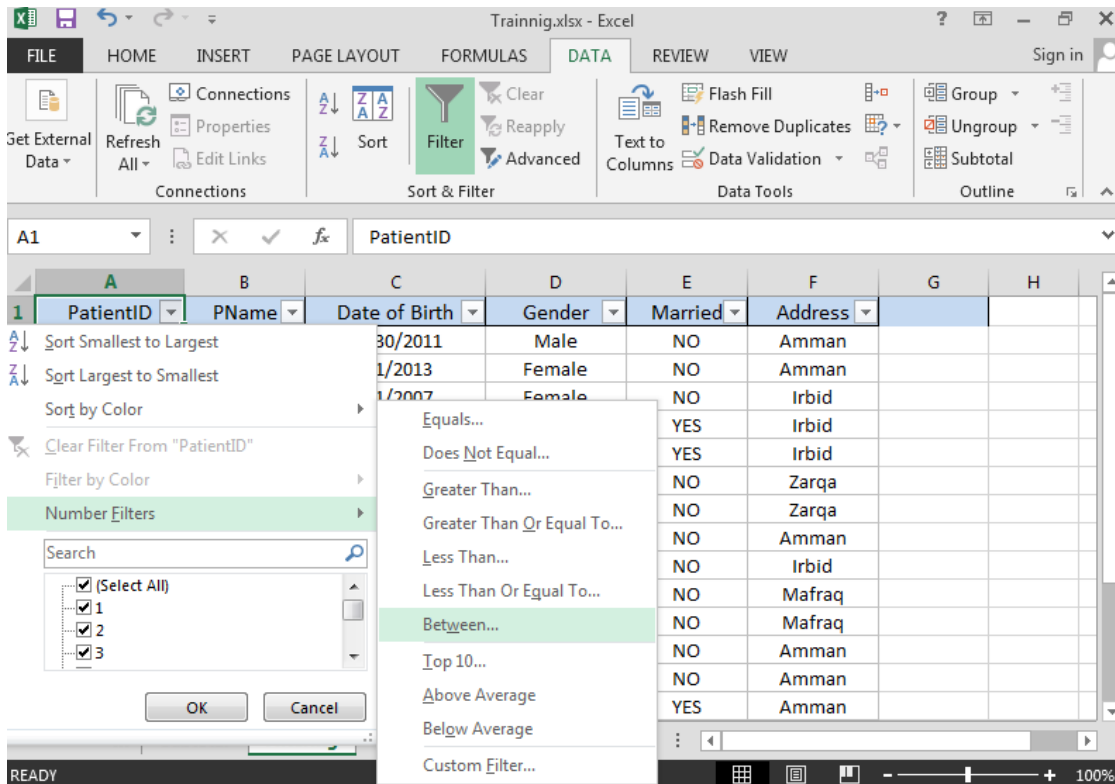
Filter using numbers is usually applied on columns that contain numerical values. For example, when you click the drop down arrow in the Date of Birth column following menu will appear:



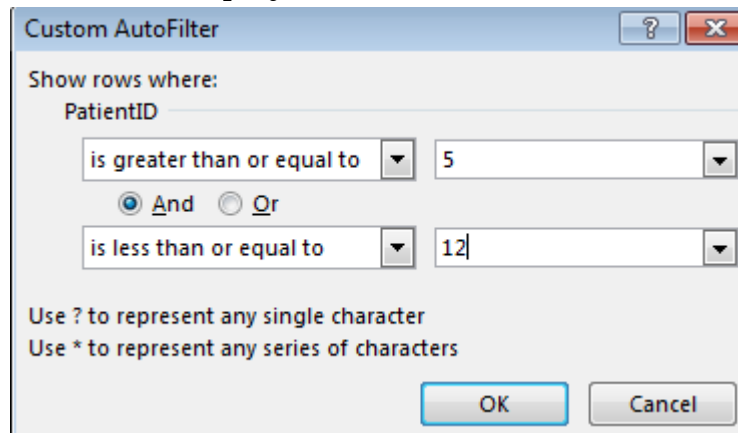
Example:

1. To display the patients whose PatientID is between 5 and 12, click the drop down arrow beside the Date of Birth column, and select Number filters then between.

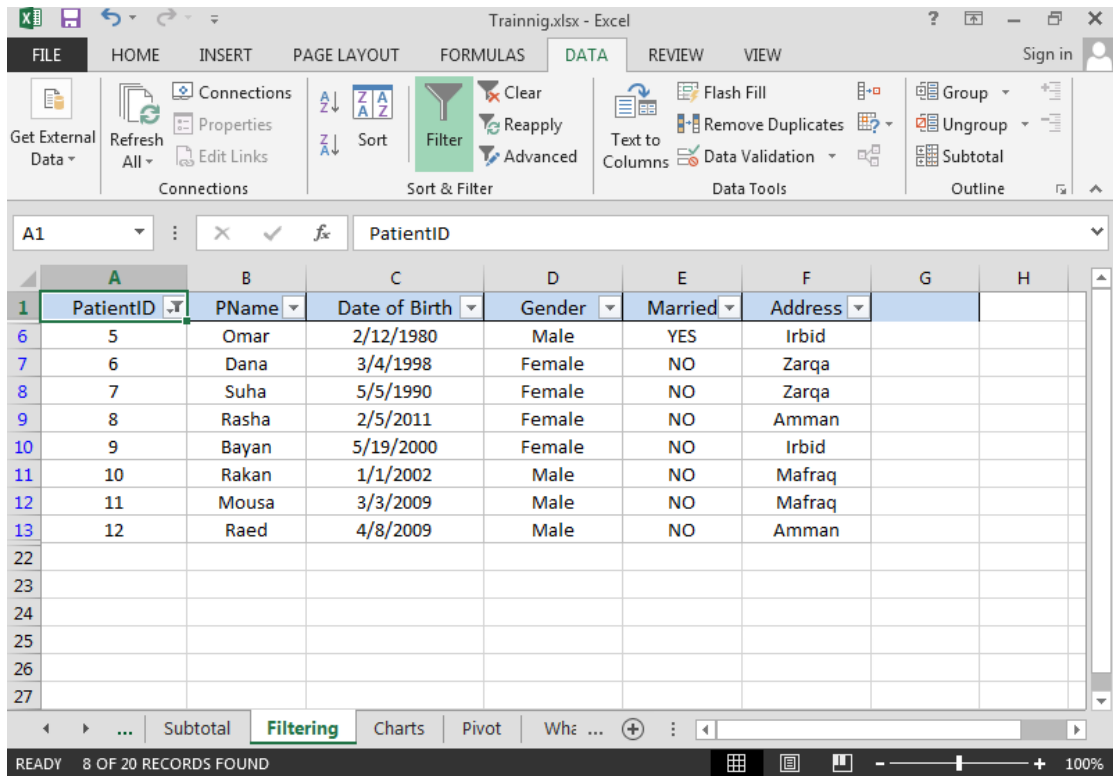
Computer Skills for Medical Students (Filtering Handout)



2. Enter the two values 5 and 12 then press ok . as you will see the patients with **PatientID** is greater than or equal to 5 and less than or equal to 12 will be displayed.



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Filtering by using more than one condition

Data can be filtered by using more than one condition.

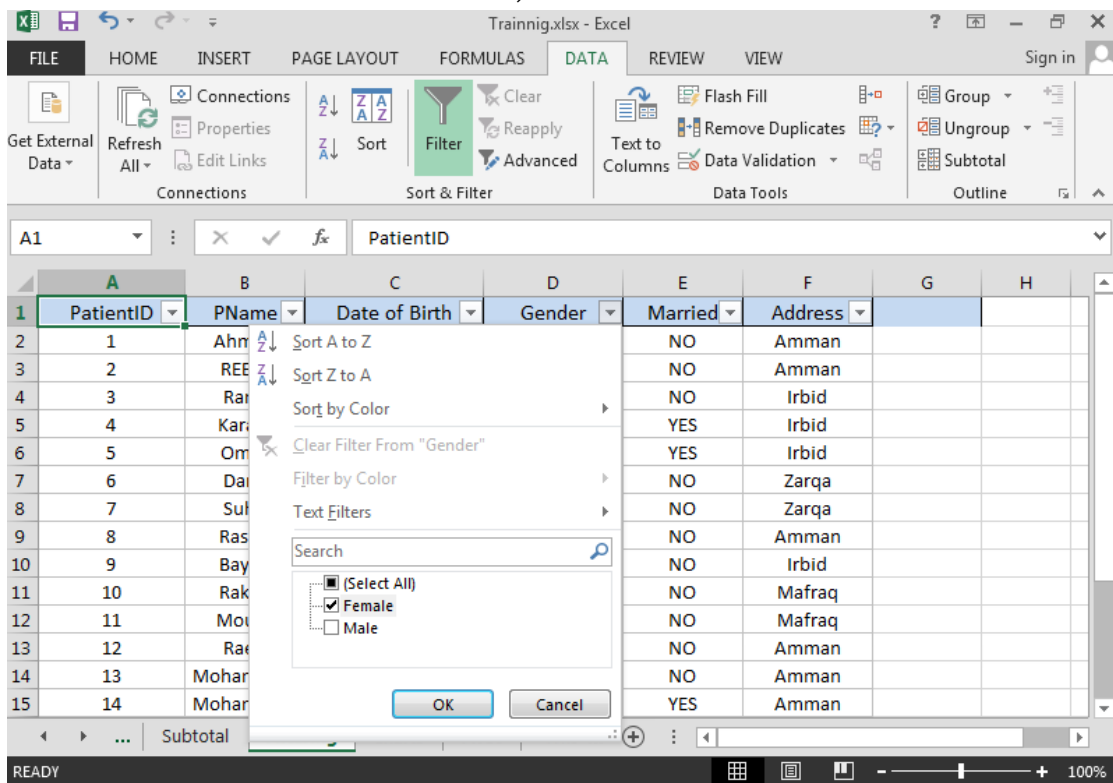
Example:

To display the *female* patients whose address doesn't equal to *Amman* in this case we have two conditions as follows:

Gender =female or Address = Amman

Computer Skills for Medical Students (Filtering Handout)

1. To display the patients whose gender is female, click the drop down arrow beside the Gender column, then select the Female checkbox.



2. When you press ok the data will be filtered to display the female patients only as follows:

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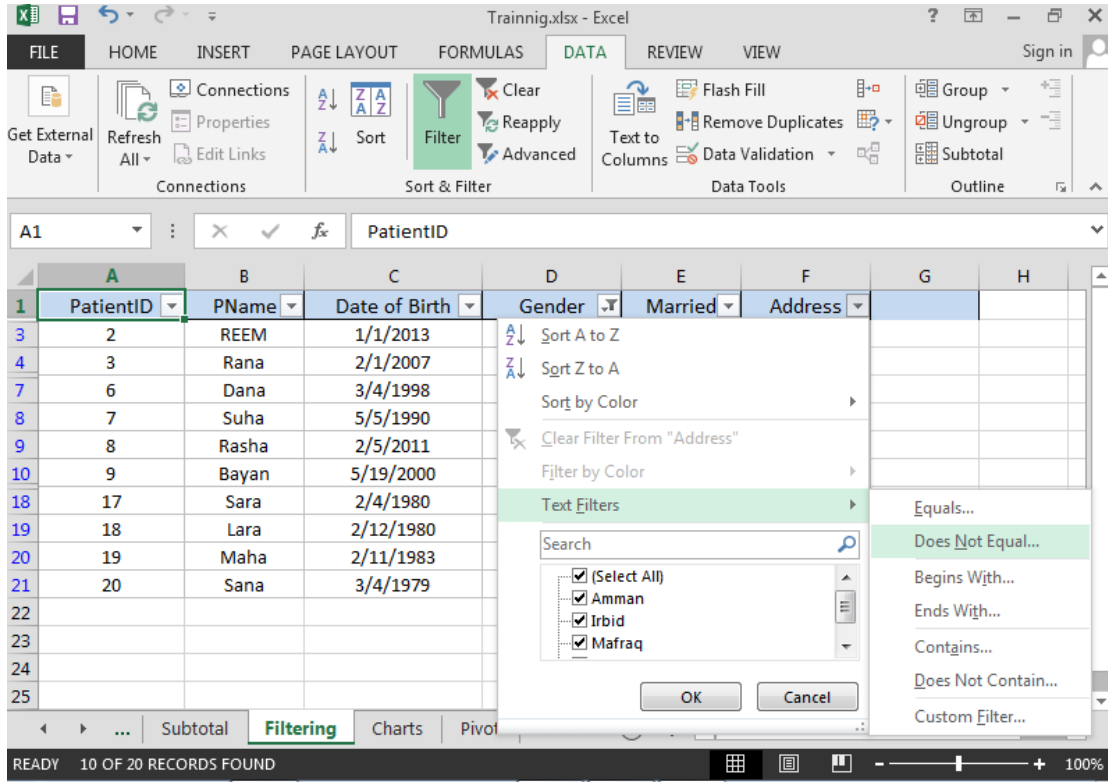
The screenshot shows the Microsoft Excel interface with the 'DATA' tab selected. The 'Filter' button is highlighted in the ribbon. The data table below shows the following records:

	A	B	C	D	E	F	G	H
1	PatientID	PName	Date of Birth	Gender	Married	Address		
3	2	REEM	1/1/2013	Female	NO	Amman		
4	3	Rana	2/1/2007	Female	NO	Irbid		
7	6	Dana	3/4/1998	Female	NO	Zarqa		
8	7	Suha	5/5/1990	Female	NO	Zarqa		
9	8	Rasha	2/5/2011	Female	NO	Amman		
10	9	Bayan	5/19/2000	Female	NO	Irbid		
18	17	Sara	2/4/1980	Female	YES	Amman		
19	18	Lara	2/12/1980	Female	YES	Amman		
20	19	Maha	2/11/1983	Female	YES	Irbid		
21	20	Sana	3/4/1979	Female	YES	Mafraq		
22								
23								
24								
25								

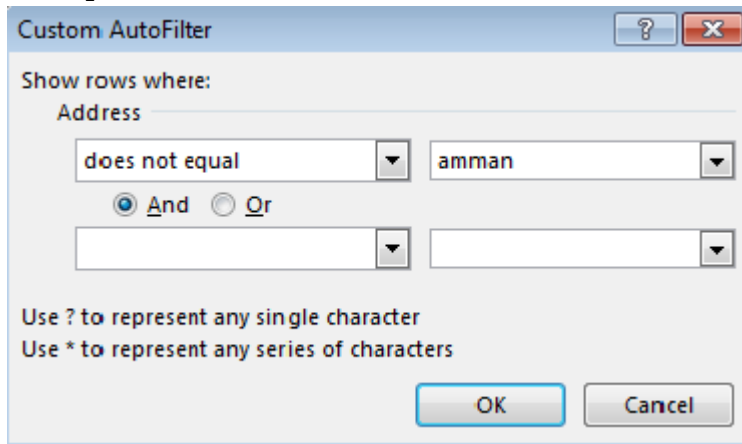
The status bar at the bottom indicates 'READY 10 OF 20 RECORDS FOUND'.

3. Now let's apply the second condition Address<>Amman on the filtered data by clicking the drop down arrow beside the Amman column, then goto text filters and select does not equal .

Computer Skills for Medical Students (Filtering Handout)

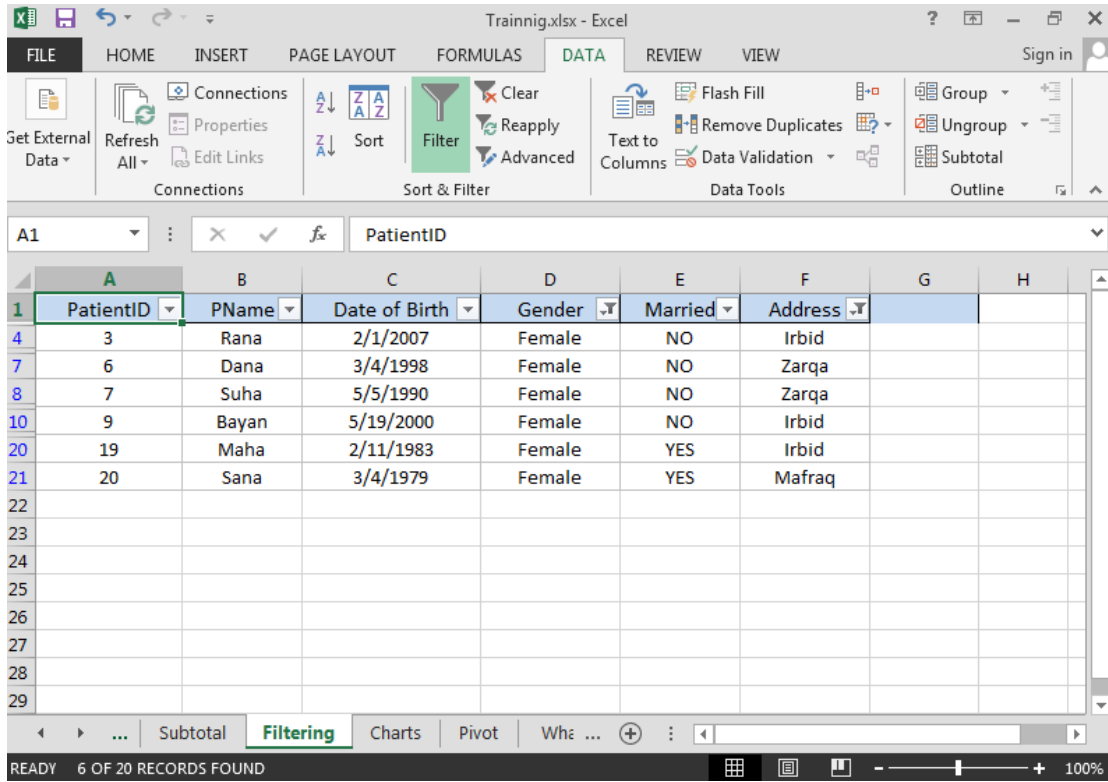


4. The following dialog box will appear, enter Amman in the textbox, then press ok.



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5. Now the result contains the Female patients whose address in not Amman.



	A	B	C	D	E	F	G	H
1	PatientID	PName	Date of Birth	Gender	Married	Address		
4	3	Rana	2/1/2007	Female	NO	Irbid		
7	6	Dana	3/4/1998	Female	NO	Zarqa		
8	7	Suha	5/5/1990	Female	NO	Zarqa		
10	9	Bayan	5/19/2000	Female	NO	Irbid		
20	19	Maha	2/11/1983	Female	YES	Irbid		
21	20	Sana	3/4/1979	Female	YES	Mafraq		
22								
23								
24								
25								
26								
27								
28								
29								

To display the Male or married patients we have to use the advanced filter because the Autofilter fails in solving it (OR between two columns)

Advanced Filtering:

When you use the Advanced Filter, you need to enter the criteria on the worksheet. Create a Criteria range above your data set or any where in the worksheet. Use the same column headers. Be sure there's at least one blank row between your Criteria range and data set.

Computer Skills for Medical Students (Filtering Handout)

The screenshot shows an Excel spreadsheet with the following data:

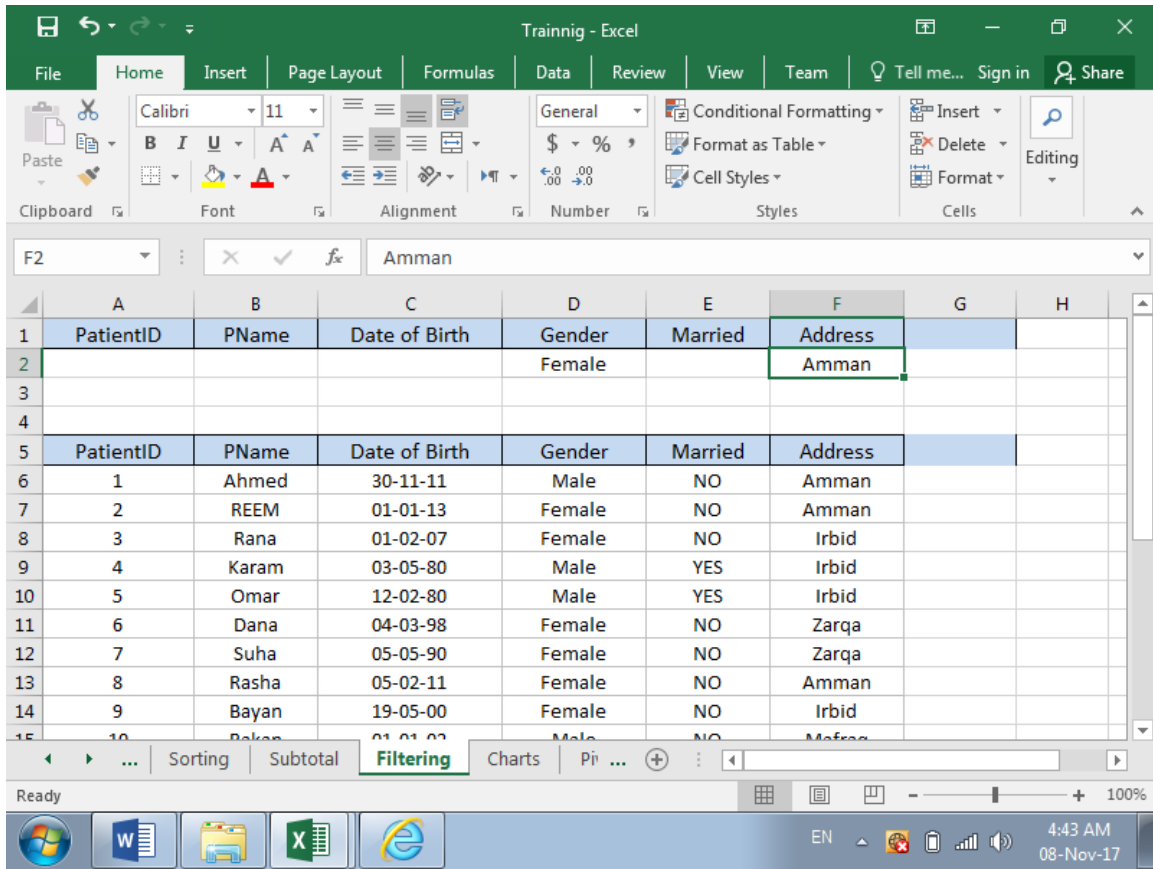
PatientID	PName	Date of Birth	Gender	Married	Address
1	Ahmed	30-11-11	Male	NO	Amman
2	REEM	01-01-13	Female	NO	Amman
3	Rana	01-02-07	Female	NO	Irbid
4	Karam	03-05-80	Male	YES	Irbid
5	Omar	12-02-80	Male	YES	Irbid
6	Dana	04-03-98	Female	NO	Zarqa
7	Suha	05-05-90	Female	NO	Zarqa
8	Rasha	05-02-11	Female	NO	Amman
9	Bayan	19-05-00	Female	NO	Irbid
10	Baker	01-01-02	Male	NO	Mafraq

And Criteria

To display the patients whose Gender is Female **AND** Address is Amman .

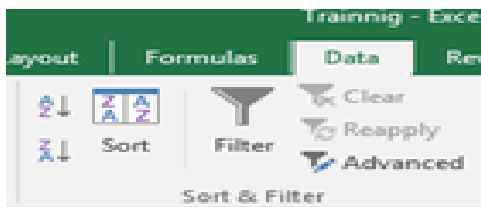
1. Enter the criteria shown below on the worksheet.

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2. Click any single cell inside the data set

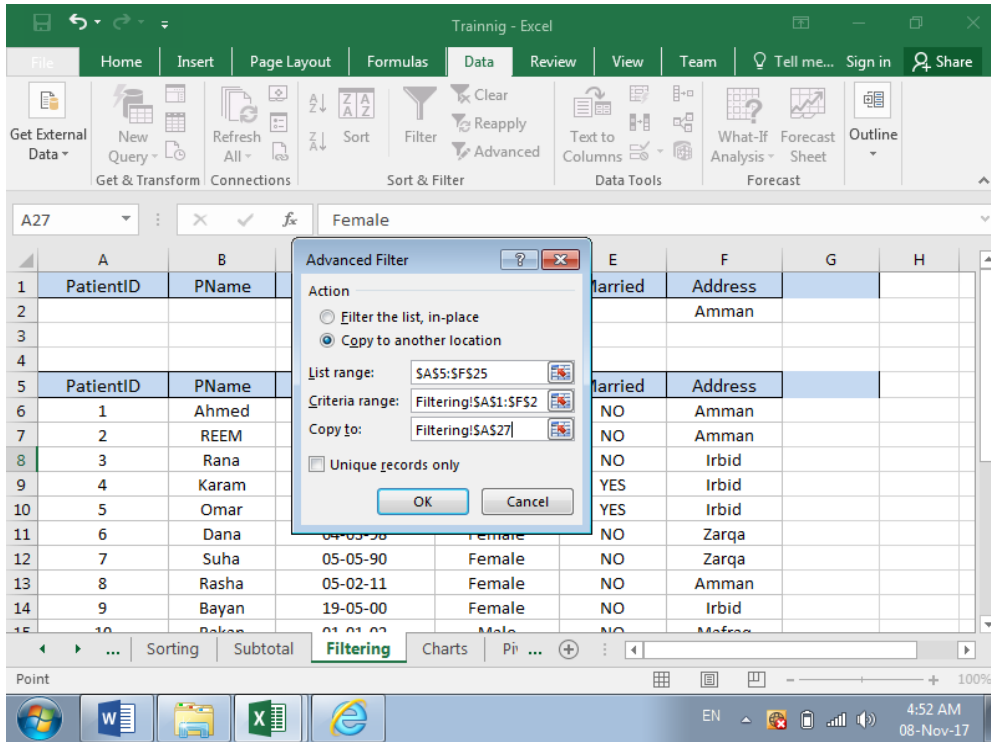
3. On the Data tab, in the Sort& filter group ,click on advanced



EXCEL will automatically select the whole table (in the list range) , select copy to another location option (to display the results in a different place). In the **criteria range**, select the criteria range (A1: F2) , in the **copy to** click on any cell under the table for example **A27** . Then press ok .

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The result



OR Criteria :

Repeat the same steps but write the criteria as follows :

To display the Male or married patients:

PatientID	PName	Date of Birth	Gender	Married	Address
			Male	YES	

To display the patients whose Address is either Amman or Irbid or Zarqa:

PatientID	PName	Date of Birth	Gender	Married	Address
					Amman
					Irbid
					Zarqa

To display the patients whose age between 30 and 50 years old .

Patient	Age	Gender	Charges	Date of Birth	Insurance	Age
	>=30					<=50