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 .

XII → → → → × FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Sign in												
E	ILE HO			Sign in								
Get I D	External Ref	Connect Connect resh	tions $2 \downarrow \overline{\underline{X}} 2$ ies $\overline{\underline{X}} $ Sort	Filter	Clear Reapply Advanced	Text to Columns 🕳 Data	n Fill ove Duplicat Validation	∎•• tes !!? • • ~	한 Group - 2 Ungroup 문 Subtotal	- 13 - 13		
		Connections		Sort & Filter		Dat	a Tools		Outline	5	^	
DS	5	• : ×	√ ƒx Ma	ale							~	
	А	В	с	D	E	F	G	н	I	J		
1	PatientID	PName	Date of Birth	Gender	Married	Address						
2	1	Ahmed	11/30/2011	Male	NO	Amman						
3	2	REEM	1/1/2013	Female	NO	Amman						
4	3	Rana	2/1/2007	Female	NO	Irbid						
5	4	Karam	5/3/1980	Male	YES	Irbid						
6	5	Omar	2/12/1980	Male	YES	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						
11	10	Rakan	1/1/2002	Male	NO	Mafraq						
12	11	Mousa	3/3/2009	Male	NO	Mafraq						
13	12	Raed	4/8/2009	Male	NO	Amman						
14	13	Mohammed	2/1/2009	Male	NO	Amman						
15	14	Mohammed	4/5/1976	Male	YES	Amman					-	
	۰۰ <u>۱</u>	Subtotal	Filtering Ch	narts Pivo	t Wha	+ : •					Þ	
REA	λDY					E				+ 1	00%	

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

X)• ∂• ∓		Trainnig	g.xlsx - Excel			? 5	A - 6	×
F	ILE H	HOME INSERT	PAGE LAYOUT	FORMULAS	DATA RE	VIEW VIEW			Sign	in 🔍
Get	External F Data ▼	Connections	tions $z \downarrow Z \downarrow Z Z$ $z \downarrow Z Z$ ks Sort	Filter Clear	oly nced Columns	Flash Fill	licates ∷? ▼	년 Gro 호클 Ung 문왕 Sub Ou	up • + jroup • - total itline	
A	1	• : ×	√ <i>f</i> _x Patie	entID						~
	Α	В	с	D	E	F	G	н	I	
1	Patient	PName 🔻	Date of Birth 🔻	Gender 💌	Married 🔻	Address 💌				
2	1	Ahmed	11/30/2011	Male	NO	Amman				
З	2	REEM	1/1/2013	Female	NO	Amman				
4	3	Rana	2/1/2007	Female	NO	Irbid				
5	4	Karam	5/3/1980	Male	YES	Irbid				
6	5	Omar	2/12/1980	Male	YES	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				
11	10	Rakan	1/1/2002	Male	NO	Mafraq				
12	11	Mousa	3/3/2009	Male	NO	Mafraq				
13	12	Raed	4/8/2009	Male	NO	Amman				
14	13	Mohammed	2/1/2009	Male	NO	Amman				
15	14	Mohammed	4/5/1976	Male	YES	Amman				-
	• •	Subtotal	Filtering Char	ts Pivot	Wha 🕂	: •				Þ
RE/	ADY] 🛄		+	100%

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 :

	D	E	F	G	н	I
-	Gender 🖵	Married 🔻	Address 💌			
₽↓	Sort A to Z					
Ă↑	S <u>o</u> rt Z to A					
	Sor <u>t</u> by Color					
$\mathbf{\bar{x}}$	<u>C</u> lear Filter Fr	om "Address"				
	Filter by Colo	r	+			
	Text <u>F</u> ilters	2	×.	<u>E</u> qua	ls	
	Search		Q	Does	<u>N</u> ot Equal.	
	✔ (Select	All)		Begir	ns W <u>i</u> th	
Ľ	Ammar	1		Ends	Wi <u>t</u> h	
	Mafrac	I		Cont	ains	
			Cancel	<u>D</u> oes	Not Conta	in
			cancel .:	Cust	om <u>F</u> ilter	

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 Mafraq for example. When you check **select All** then all the data in this column will be displayed.

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 .

X		ب ک	¢.	Ŧ				Т	rainnig.xlsx - E	xcel			?	<u>↑</u> –	6	×
F	ILE	HON	1E	INSER	кт р	AGE LA	OUT FOR	MUI	LAS DAT	REVIEW	VIEW			S	ign in	2
Get D	External Data T	Refre	sh Con	Conne Prope Edit Li nection	ections erties inks Is	Ž↓ Z↓ S	Sort Filter Sort & Fil	To To ter	Clear Reapply Advanced	Text to Columns 😽 Da	ash Fill move Dup ata Validati)ata Tools	licates ∷ ? on - ⊂	- € C	iroup + Ingroup + Jubtotal Outline		^
	٨		B			c .	D		F	F	G	н	T	1 1		
1	Patient	-	PNan	ne 🚽	Date	of Birth	Gender	Ŧ	Married -	Address 👻	0		1	,	r	Ĥ
2	1	A	So	rt A to 7	7		o chiach		NO	Amman						
3	2	- ²	↓ <u>5</u> 01						NO	Amman						
4	3	Á	↓ S <u>o</u> i	rt Z to A	7				NO	Irbid						11
5	4		So	r <u>t</u> by Co	olor			١	YES	Irbid						11
6	5		Cle	ar Filte	r From "	Gender"			YES	Irbid						11
7	6	7	<u> </u>			oenaei			NO	Zarqa						11
8	7		Filt	ter by C	olor			<u>۱</u>	NO	Zarqa						11
9	8		Te	kt <u>F</u> ilters	s			• [NO	Amman						
10	9		Sec	arch			(5	NO	Irbid						
11	10		36					1	NO	Mafraq						
12	11	_		🔳 (Sel	lect All)				NO	Mafraq						
13	12	_		Fen	nale				NO	Amman						
14	13	_			ile i				NO	Amman						
15	14	_						-	YES	Amman						
16	15	_				OK	Cancel	n I	NO	Amman						
17	16	_				UN	cuncer		YES	Amman						J
	4 F		Jui	JUUIAI	11100	anny	Cilarto F	vot	Wha	• • • • •					Þ	·]
RE4	ΔDY										₩ 🗉] 🔳 -		·	+ 90	9%

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

									. ,											_
	XI		ب ک	ð -	Ŧ				Trainnig	.xlsx -	Excel					?	A	- ć	7	×
	F.	ILE	HOME		INSERT P	AGE L	AYOUT	FOR	MULAS	DAT	A	REVIEW	VIEW					Sign	in	Q
				٢	Connections	₽↓	Z A A Z		📡 Clear				Flash Fill]+ □	e G	roup	• *		
	Get I D	External ata ≁	Refresh All -		Properties , Edit Links	∡↓	Sort	Filter	🏷 Reapp	ly iced	Text Colun	to nns ii l	Remove Dup Data Validatio	licates on ≖	₩? - ≪	R≣ C	ngrou ubtota	p ▼ _: I		
			(Conr	nections			Sort & Fi	lter				Data Tools				Outlin	e	Бİ.	~
	A1	L	Ŧ	:	× 🗸	f_{x}	Patie	entID												*
		FILE HOM FILE HOM et External Refree Data ~ Refree A1 ~ A1 10 A1 112 A1 13 A1 13 A1 ~ A1 ~ A1 13 A1 ~ A1 ~			В		с		D			E	F		G	н		I		
	1	Pati	ientID	-	PName 🔻	D	ate of B	Birth 💌	Gende	er 🖵	Ma	rried 🔻	Address	-						Г
	2		1		Ahmed	1	1/30/20	011	Male		N	0	Amman							
	5		4		Karam		5/3/198	80	Male		Y	ES	Irbid							
	6		5		Omar		2/12/19	80	Male		Y	ES	Irbid							
	11		10		Rakan		1/1/200	02	Male		N	0	Mafraq							
	12		11		Mousa		3/3/200	09	Male		N	0	Mafraq							
	13		12		Raed		4/8/200	09	Male		N	0	Amman							
	14		13		Mohammed		2/1/200	09	Male		N	0	Amman							
	15		14		Mohammed		4/5/197	76	Male		Y	ES	Amman							
	16		15		Ahmed		2/8/199	96	Male		N	0	Amman							
	17		16		Yousef		3/2/196	57	Male		Y	ES	Amman							
	22																			
	23			_																
Number of	24			_										_					+	
	25																			L
records obtained	20			-															+	
K	21						Char	rta l n	ivot i	Mbr	0	• •								-
		• •		Sub		ing	Chai			/VII2 .	(†	1								
	REA	DY 10	OF 20 R	ECO	RDS FOUND										 —		+	+	909	6

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:

XI 🔒	ن ، چ. خ	<u>E</u> quals
FILE	HOME INSERT PAGE LAYOUT FOR	Before
	Connections	
Get External	Refresh	Bet <u>w</u> een
Data +		Tomorrow
	Connections Soft & Fi	T <u>o</u> day
A1	• : \times \checkmark f_x PatientID	Yester <u>d</u> ay
	A B C	Next Wee <u>k</u>
1 Pat	tientID 👻 PName 💌 Date of Birth 💌	T <u>h</u> is Week
2	A Sort Oldest to Newest	Last Week
5	Z↓ Sort Newest to Oldest	Next Month
11	Sor <u>t</u> by Color 🕨	This Month
12	🕵 <u>C</u> lear Filter From "Date of Birth"	Last Month
13	Filter by Color	Next Quester
14	Date Filters	Next Quarter
L6		This Q <u>u</u> arter
17	Search (All)	Last Qua <u>r</u> ter
22	(Select All)	Ne <u>x</u> t Year
23	1	This Year
24		Last Year
25		Veeete Dete
27	OK Cancel	Year to Date
- + +		All Dates in the <u>P</u> eriod ▶
		Custom <u>F</u> ilter

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**.

XII 🔒 🖞	5 -	0 · =			Fauala		?	T -	8	×
FILE	HON	IE INSERT	PAGE L	AYOUT FORM	Equais	VIEW			Sign in	
		Connection	5 2↓		<u>B</u> erore <u>A</u> fter	sh Fill <u>∎</u> ∗¤	General Gro	oup -	+3	
Get External	Refre	sh	∡↓	Sort Filter	Bet <u>w</u> een	move Duplicates	> ▼ 🖄 Un E⊞ Sui	group	-	
Data +	All	Connections		Sort & Filt	<u>T</u> omorrow	ata Tools	0	utline	G.	~
A1	Ŧ	: × ~	f_x	PatientID	Yester <u>d</u> ay					~
	Α	В		с	Next Wee <u>k</u>	F	G	H	4	
1 Pat	ientl[) 💌 PName	- D	ate of Birth 💌	T <u>h</u> is Week	 Address 				
2	₽↓	Sort Oldest to Nev	vest		Last Week	Amman				
3	: Zl	Sort Newest to Ol	lest		Next Month	Amman				
4		Sort by Color			The Marsh	Irbid				
5	4	Sol <u>e</u> by Color		· · · ·	I ni <u>s</u> Month	Irbid				
6	. ×	<u>C</u> lear Filter From "	Date of I	Birth"	Last Mo <u>n</u> th	Irbid				
7	•	Filter by Color			Next <u>Q</u> uarter	Zarqa				
8		Date <u>F</u> ilters			This Quarter	Zarqa				
9	1	Search (All)			Last Quarter	Amman				
10	1	Search (All)			Last Qualter	Irbid				
11	1	(Select All)		<u>^</u>	Ne <u>x</u> t Year	Mafraq				
12	1	€ 2013			Th <u>i</u> s Year	Mafraq				
13	1	i 🖌 🖌 2009		-	Last <u>Y</u> ear	Amman				
14	1	:			Vear to Date	Amman				
15	1		OK	Cancel	Tear to bate	Amman				-
- + - +	L				All Dates in the Period					Þ
READY					Custom <u>F</u> ilter		1		-+ 1	.00%

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.

Show rows where: Date of Birth is after 3/3/2009 USe ? to represent any single character Use ? to represent any series of characters USe ? to represent any series of characters OK Cancel Cancel Cancel Cancel Cancel Connections Data · After PAGE LAYOUT FORMULAS DATA REVIEW VIEW Sign in Connections Data · After Sign in Cancel	Cus	stom AutoFil	ter			? X	ĵ –			
is after 3/3/2009 Image: Set Ender Image: Set Ender Image: Set Ender Image: Se	Sho	ow rows whe Date of Birth	re: 1							
And O Or Use ? to represent any single character Use ? to represent any series of characters OK Cancel OK Cancel OK Cancel OK Cancel OK Cancel OF Trainingates - Excel OK Clar FIE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Sign in Set External Repression Properties At Soft & Filter Reapply Set External Refression Properties At Soft & Filter Or D E F G H PatientID PName V Date of Birth IX Gender V Married V Address V Guine G Arman 9 8 Rasha 2/5/2011 Female NO Arman 9 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		is after		▼ 3/3/2009		- 🗐				
Image: State of the state		O And	I ⊚ <u>O</u> r							
Use ? to represent any series of character Use * to represent any series of characters OK Cancel OK Ref colspan="2">Connections Properties All Connections Data * All * Edit Links Connections Sort & Filter Data * Advanced Columns Data * Advanced Colspan="2">Colspan="2">Colspan="2">Colspan="2" Advanced Colspan="2" Data * Advanced Colspan="2" Advanced Colspan="2" Advanced Colspan="2" Advanced Colspan="2" Advanced Colspan="2" Advanced Colspan="2" Advanced				•		- =				
Use ? to represent any single character Use * to represent any series of characters OK Cancel										
Use * to represent any series of characters OK OK OK Cancel Image: Connections Connections Connections Connections	Use	e ? to represe	nt any singl	e character						
OK Cancel Image: Constructions Image: Const	Use	e * to represe	nt any serie	s of characters						
Image: Second Conditions Image: Second Condition Conditions Image: Second Conditions Image: Second Conditions Image: Second Condition Conditions Image: Second Condition Conditions Image: Second Condition Condition Image: Second Condition Image: Second Condition Condition Image: Second Condition Condition Image: Second Condition Condition Image: Second Condition Image: Second Condition Conditi					ок	Cancel				
Image: Section of the sec										
Image: Constructions Image: Constructions Get External Data * Connections All * Edit Links Connections Image: Constructions Sort & Filter Data * Image: Connections Image: Constructions Connections Image: Connections Connections Image: Connections Sort & Filter Image: Connections Image: Connections Image: Connections Connections Image: Connections Image: Connections Image: Connections Connections Image: Connections Image: Connections Image:										
FILE HOME INSERT PAGE LAVOUT FORMULAS DATA REVIEW VEW Sign in Sign in Image: Section and the section of th	X	🗄 🍤 🔿	- -		Trainnig.xlsx - Exc	el		? (A - 6	×
Get External Data * Properties All * 24 All * Sort & Filter Filter & Reapply & Advanced Sort & Filter Sort & Filter Sort & Filter Advanced Sort & Filter Data * Bet out in the sort out in the	FILE	HOME	INSERT PA	AGE LAYOUT FORM	ULAS DATA	REVIEW	VIEW		Sign ir	n 🏳
Get External Data Befresh Data Alt Edit Links Connections Filter Falter Falter Falter Data Validation Data Validation Otata Validation <td></td> <td></td> <td>Connections</td> <td></td> <td>📡 Clear</td> <td>🔒 📴 Flash</td> <td>Fill ∎•</td> <td>😐 🗐 🗐 Gro</td> <td>oup * + =</td> <td></td>			Connections		📡 Clear	🔒 📴 Flash	Fill ∎•	😐 🗐 🗐 Gro	oup * + =	
Out set with All * All * All * Edit Links All * Edit Links All * Edit Links Connections Sort & Filter Data * All * I PatientID * Phate till D* Phate till D* Phate till D* I PatientID * PatientID * PatientID * PatientID * I PatientID * PName * Date of Birth * Gender * Married * Address * I PatientID * PName * Date of Birth * Gender * Married * Address * I PatientID * PName * Date of Birth * Gender * Married * Address * I PatientID * PName * Date of Birth * Gender * Married * Address * I PatientID * PName * Date of Birth * Gender * Married * Address * I PatientID * </td <td>Get Evt</td> <td>ternal Pefresh</td> <td>Properties</td> <td>Z Sort</td> <td>🔁 Reapply</td> <td>ent to</td> <td>ve Duplicates 🗄</td> <td>? - 🙋 Ung</td> <td>group 👻 📑</td> <td></td>	Get Evt	ternal Pefresh	Properties	Z Sort	🔁 Reapply	ent to	ve Duplicates 🗄	? - 🙋 Ung	group 👻 📑	
Connections Sort & Filter Data Tools Outline r. A1 • • A B C D E F G H 1 PatientID • PName Date of Birth T Gender • Married • Address • 2 1 Ahmed 11/30/2011 Male NO Amman • • 3 2 REEM 1/1/2013 Female NO Amman • • 9 8 Rasha 2/5/2011 Female NO Amman • • 13 12 Raed 4/8/2009 Male NO Amman • • 24 • • • • • • • • • 25 • • • • • • • • • • 29 • • • • • • • • • • 21 Term • • • • • • • • 20 • • • • • • <td< td=""><td>Data</td><td>a * All * G</td><td>] Edit Links</td><td></td><td>Advanced C</td><td>olumns 😽 Data '</td><td>Validation 👻 🖂</td><td>Sub</td><td>ototal</td><td></td></td<>	Data	a * All * G] Edit Links		Advanced C	olumns 😽 Data '	Validation 👻 🖂	Sub	ototal	
A1 • : × fx PatientID A B C D E F G H PatientID • PName Date of Birth I Gender Married Address • 2 1 Ahmed 11/30/2011 Male NO Amman 3 2 REEM 1/1/2013 Female NO Amman 9 8 Rasha 2/5/2011 Female NO Amman 13 12 Raed 4/8/2009 Male NO Amman 22 23 24 <		Con	nections	Sort & Filte	er	Data	Tools	0	utline 🕞	~
A B C D E F G H 1 PatientID PName Date of Birth Gender Married Address 2 1 Ahmed 11/30/2011 Male NO Amman 3 2 REEM 1/1/2013 Female NO Amman 9 8 Rasha 2/5/2011 Female NO Amman 13 12 Raed 4/8/2009 Male NO Amman 24	A1	• :	×	<i>f</i> _x PatientID						~
1 PatientID ▼ PName ▼ Date of Birth ▼ Gender ▼ Married ▼ Address ▼ 1 2 1 Ahmed 11/30/2011 Male NO Amman 3 2 REEM 1/1/2013 Female NO Amman 9 8 Rasha 2/5/2011 Female NO Amman 13 12 Raed 4/8/2009 Male NO Amman 22 23 24 </td <td></td> <td>А</td> <td>В</td> <td>с</td> <td>D</td> <td>E</td> <td>F</td> <td>G</td> <td>н</td> <td></td>		А	В	с	D	E	F	G	н	
2 1 Ahmed 11/30/2011 Male NO Amman 3 2 REEM 1/1/2013 Female NO Amman 9 8 Rasha 2/5/2011 Female NO Amman 13 12 Raed 4/8/2009 Male NO Amman 22 23 24 25 26 27 27 27 27 27 27 27 27 27 27 28 29 29 29 29 20	1	PatientID 💌	PName 💌	Date of Birth 🕶	Gender 💌	Married 🔻	Address 💌			
3 2 REEM 1/1/2013 Female NO Amman 9 8 Rasha 2/5/2011 Female NO Amman 13 12 Raed 4/8/2009 Male NO Amman 22 23 4/8/2009 Male NO Amman 10 24 25 26 27 27 28 29 28 29 20 <t< td=""><td>2</td><td>1</td><td>Ahmed</td><td>11/30/2011</td><td>Male</td><td>NO</td><td>Amman</td><td></td><td></td><td></td></t<>	2	1	Ahmed	11/30/2011	Male	NO	Amman			
9 8 Rasha 2/5/2011 Female NO Amman 13 12 Raed 4/8/2009 Male NO Amman 22 2 4/8/2009 Male NO Amman 23 2 2 2 2 2 2 24 2 2 2 2 2 2 2 26 2	3	2	REEM	1/1/2013	Female	NO	Amman			
13 12 Raed 4/8/2009 Male NO Amman 22 23 24 24 24 24 24 24 24 24 25 26 26 27 27 28 29 29 29 20 27 28 29 20<	9	8	Rasha	2/5/2011	Female	NO	Amman			
22 23 24 25 26 27 27 27 27 28 29 29 29 29 29 29 29 29 29 29 29 29 29	13	12	Raed	4/8/2009	Male	NO	Amman			
23 24 25 26 27 27 28 29 29 29 29 29 29 29 29 29 29 29 29 29	22									
24 25 26 27 27 28 29 20 30 31 20	23									
25 26 27 27 28 29 30 31 ▲ ▶ Subtotal Filtering Charts Pivot Whe ⊕ : ◀ ETH TO	24									
20 27 28 29 30 31 ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲	25									$+ \ $
28 29 1 1 1 30 31 1 1 1 Image: A DE 20 DEC CODDE EQUID Filtering Charts Pivot Whε (+) : (20									
29 30 31 ▲ ▶ Subtotal Filtering Charts Pivot Whe (+) : (■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■	27									+
30 31 ↓ → Subtotal Filtering Charts Pivot Whe (+) : ()	29									
31 Image: Subtotal Filtering Charts Pivot Wh₂ (+) : (+) PERDY 4 OF 20 DECODDC FOUND FILT PINOT	30									
	31									
	4	▶ Sub	ototal Filter	ring Charts Piv	ot Wha	(+) ; (-)				
	DEADY	4 OF 20 RECOR						t	+	100%

Removing a Filter

To remove the filter applied on any column click the arrow \square 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:

	Α	B		С	D	E
1	PatientID 🔽	PName 💌	Date	of Birth 🔻	Gender 🖵	Marrie
₽↓	Sort Smallest to La	rgest		0/2011	Male	NO
Z↓	S <u>o</u> rt Largest to Sma	allest		/1980	Male	YES
	Sor <u>t</u> by Color		Þ	Fauals	Wate	P
*	<u>C</u> lear Filter From "F	PatientID"		Does N	lot Equal	þ
	F <u>i</u> lter by Color		E.	Greate	r Than	2
	Number <u>F</u> ilters		×.	Greate	r Than Or Equal	s
	Search		P	Less TI	han	D S
	(Select All)		^	Less TI	han Or Egual To.	. [
	····▼ 1 ····▼ 4			Betwee	en	-
	···· 🗹 5		-	<u>T</u> op 10		
		OK Car	ncel	<u>A</u> bove	Average	
_				Bel <u>o</u> w	Average	
REA	DY 10 OF 20 RECO	RDS FOUND		Custor	n <u>F</u> ilter	

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.

XII 🔒	5 - G-	Ŧ			Trainnig.xlsx - Ex	cel				? 4	- 1	5	×
FILE	HOME	INSERT P	AGE LAYC	DUT FORM	IULAS DATA	REVI	EW	VIEW			Si	ign in	P
Get External Data ▼	Refresh All -	Connections Properties Edit Links	2↓ <mark>Z</mark> Z↓ So	AZ Filter	Clear Reapply Advanced	Text to	Flash	Fill ve Duplicates Validation +		E Grou Ungi Subt	ip * roup * otal		
	Conn	lections	I	SOIT & FIITE	er I		Data	10015	1	Ou	tiine	la l	
A1	* :	× ✓	f _x	PatientID									*
	Α	В		с	D		E	F	0	5	н		
1 Pat	tientID 💌	PName 🔻	Date	e of Birth 💌	Gender	Mai	rried 🔻	Address	·				٦Г
<mark>⊉↓ <u>S</u>ort Sr</mark>	mallest to Larg	gest		30/2011	Male	N	0	Amman					
Z↓ S <u>o</u> rt La	irgest to Smal	llest		1/2013	Female	N	0	Amman					
Sort by	- / Color		Þ	1/2007	Female	N	0	Irbid					
				<u>E</u> quals		Y	ES	Irbid					
K Clear H	liter From "Pa	atientID"		Does <u>N</u> o	t Equal	Y	ES	Irbid					
Filter b	y Color		E E	<u>G</u> reater 1	Гhan	N	0	Zarqa					
Numb	er <u>F</u> ilters		×.	Greater 1	Than Or Equal To	N	0	Zarqa					
Search			0	U TI	indir <u>o</u> r Equaritor	N	0	Amman					
Search			~	Less Tha	n	N	0	Irbid					
	(Select All)		<u> </u>	Less Tha	n Or E <u>q</u> ual To	N	0	Mafraq					
	2			Bet <u>w</u> een		N	0	Mafraq					
	3		-	Тор 10		N	0	Amman					
				A hours A		N	0	Amman					
		ОК С	ancel	ADOVE A	verage	Y	ES	Amman					
				Bel <u>o</u> w Av	verage	:	4						Þ
READY				Custom	<u>F</u> ilter	- 11	III			- 1		+ 1	00%

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.

Cust	om AutoFilter	? <mark>×</mark>
Shov P	w rows where: PatientID	
	is greater than or equal to 🔻 5	•
	● <u>A</u> nd ◎ <u>O</u> r	
	is less than or equal to 🔹 12	•
Use i Use i	? to represent any single character * to represent any series of characters OK	Cancel

×∎		<u>ה ק</u>	₹	Ŧ				Trainnig.xlsx - Ex	cel				?	♠	-	ð	х
FI	LE	HOME		INSERT P	AGE LA	AYOUT FO	RMI	ULAS DATA		REVIEW	VIEW				Sig	jn in	P
Get E Da	xternal ata •	Refresh All •		Connections Properties Edit Links	₽↓ ∡↓	Sort & Filter	ilte	Clear Reapply Advanced	Text	Flash Flash Flash Flash Remo Total Contal	Fill Fill ve Duplicates /alidation - Tools	·• ? •	E Gr	oup ngrou Ibtota	ıp - al		
	1			lections		Son or 1	ince			Dutu	10013			/utill		100.0	
A1		•	1	× ✓	f _x	PatientID											~
		Α		В		С		D		E	F		G		н		
1	Pati	entID	Τ,	PName 🔻	D	ate of Birth	-	Gender		Married 🔻	Address 🔻						
6		5		Omar		2/12/1980		Male		YES	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						
11		10		Rakan		1/1/2002		Male		NO	Mafraq						
12		11		Mousa		3/3/2009		Male		NO	Mafraq						
13		12		Raed		4/8/2009		Male		NO	Amman						
22																	
23																	
24																	
25																	
26			_						_								
27																	-
	()≻	:	Sub	total Filte	ring	Charts	Pivo	ot Wha	ŧ) : •						Þ]
READ	DY 8.0	F 20 REC	OR	DS FOUND										_		10	0%

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

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

XI	🗄 🕤 🕬	🔚 🀬 🕆 🗧 Trainnig.xlsx - Excel									₽ X
E	ILE HOME	INSERT	PAGE LAYC	DUT FORM	ULAS DAT	A	REVIEW	VIEW		Si	gn in 🔍
Get I D	External ata *	Connections	tions Z Z	Filter Sort & Filter	Clear Reapply Advanced	Text Colum	to nns 등 Data 1	Fill Fill ve Duplicates Validation Tools	• € Gr ? - 2 E Ur 	roup = ngroup = ibtotal Dutline	
A1	L	: ×	√ f _x F	PatientID							~
	А	В		с	D		E	F	G	н	
1	PatientID	PNar	ne 💌 🛛 Date	e of Birth 💌	Gender	-	Married 💌	Address 💌			
2	1	Ahn	AZ↓ Sort A to Z				NO	Amman			
З	2	REE	Z↓ Sort Z to A				NO	Amman			
4	3	Rar	Sort by Col	or			NO	Irbid			
5	4	Kara	-			<u> </u>	YES	Irbid			
6	5	Om	K Clear Filter	From "Gender"			YES	Irbid			
7	6	Dai	F <u>i</u> lter by Co	olor			NO	Zarqa			
8	7	Sul	Text <u>F</u> ilters				NO	Zarqa			
9	8	Ras	Search			0	NO	Amman			
10	9	Bay	E (Sala	oct AID		-	NO	Irbid			
11	10	Rak	····▼ Fem	ale			NO	Mafraq			
12	11	Μοι	Male	2			NO	Mafraq			
13	12	Rae					NO	Amman			
14	13	Mohar					NO	Amman			
15	14	Mohar		OK	Cancel		YES	Amman			
	< >	Subtotal			1	.: 🕂	- : · ·				Þ
REA	νDγ										- 100%

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

XI		5 - d	₹.	Ŧ					Trainnig.	xlsx - Ex	cel					?	Ť	-	5	×
FIL	LE	HOME		INSERT	P	AGE LA	AYOUT	FORM	1ULAS	DATA	F	EVIEW	VIE	W				S	ign in	
Get E Da	iet External Data → Data → Connections Refresh All → Connections Edit Links Connections						Sort Sort	Filter	K Clear C Reappl Advancer	y ced c	Text to	Flas	sh Fill move ta Vali ata To	Duplicates dation = ols	⊪ • ₩? - ≪		Group Jngro Gubtot Outli	↓ up ↓ al		~
A1	A1 \checkmark : $\times \checkmark f_x$ PatientID \checkmark																			
		A		В			с		0	,		Е		F		G		н		
1	Pati	entID	-	PNa	me 💌	D	ate of Bi	rth 💌	Gen	der 💡	r N	/arried	-	Address	-					٦П
з		2		REE	м		1/1/2013		Fem	ale		NO		Amman						
4		3		Ran	na		2/1/2007	,	Fem	ale		NO		Irbid						
7		6		Dar	na		3/4/1998	1	Fem	ale		NO		Zarqa						
8		7		Suh	na		5/5/1990)	Fem	ale		NO		Zarqa						
9		8		Ras	ha		2/5/2011		Fem	ale		NO		Amman						
10		9		Bay	an		5/19/200	0	Fem	ale		NO		Irbid						
18		17		Sar	а		2/4/1980)	Fem	ale		YES		Amman						
19		18		Lar	а		2/12/198	0	Fem	ale		YES		Amman						
20		19		Mał	na		2/11/198	3	Fem	ale		YES		Irbid						
21		20		San	na		3/4/1979)	Fem	ale		YES		Mafraq						
22																				
23																				
24																				
25																				
4	▶	5	Sub	total	Filte	ring	Charts	Piv	vot V	/ha	\oplus	÷ •							P	Þ
READ	DY 10	OF 20 RE	COF	RDS FOU	IND									8			-		+ 10	00%

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 .

X∎	🗄 🍤 🔿	- -		Trainnig.xlsx - E	Frainnig.xlsx - Excel						8	×
FI	LE HOME	INSERT P	AGE LAYOUT FORM	ULAS DAT	A REVI	EW ۱	VIEW			Sig	n in	
Get E Da	ixternal ata + Con	Connections Properties Edit Links	Clear Reapply Advanced	Text to Columns	Flash Remo Data V	Fill ve Duplicates /alidation マ Tools	⊪• ⊪? - ∝::	년 Grou 2 Ungr 문때 Subt	p • · oup • · otal line		~	
A1	• :	× ✓	<i>f</i> _x PatientID									*
	А	В	с	D	E	E	F		G	н		
1	PatientID 💌	PName 💌	Date of Birth 💌	Gender	🕶 Mar	ried 🔻	Address	-				1
з	2	REEM	1/1/2013	AJ Sort A to	νZ							
4	3	Rana	2/1/2007	Z↓ Sort Z to	A							
7	6	Dana	3/4/1998	- Sort by	Color		,					
8	7	Suha	5/5/1990									
9	8	Rasha	2/5/2011	T <u>X_C</u> lear Fil	ter From "A	Address"						
10	9	Bayan	5/19/2000	Filter by	Color)					
18	17	Sara	2/4/1980	Text <u>F</u> ilt	ers)	•	<u>E</u> quals			
19	18	Lara	2/12/1980	Search			۵		Does No	t Equal		
20	19	Maha	2/11/1983		alact All				Dening M			11
21	20	Sana	3/4/1979	▼ A	mman		-		Begins v	/ <u>I</u> th		
22				🗸 II	bid		=		Ends Wi <u>t</u>	h		
23					lafraq		-		Cont <u>a</u> ins			
24				_					<u>D</u> oes No	t Contain	l	
25	 ▶ Sul 	btotal Filte	ring Charts Piv	o1		ОК	Cancel	.:	Custom	Eilter		
REA	DY 10 OF 20 RECC	RDS FOUND					■ ₽			+	10	0%

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

Cust	om AutoFilter		? <mark>×</mark>
Shov A	w rows where: address		
	does not equal	▼ amman	•
	í <u>A</u> nd ⊘ <u>O</u> r		
		▼	•
Use Use	? to represent any single * to represent any series (character of characters OK	Cancel

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

X∄	🗄 🗲 👌	? 🖪	3 - 8	×							
FII	LE HOME	INSERT P	AGE LAYOUT FORM	IULAS DATA	REVIEW	VIEW		Sign i	n 🔍		
Get E Da	ixternal ata •	Connections Properties Edit Links	$ \begin{array}{c} \begin{array}{c} \begin{array}{c} \begin{array}{c} \end{array}\\ \end{array} \\ \end{array} \\ \begin{array}{c} \end{array} \\	Clear [Reapply T Advanced Cc	ext to lumns 🔂 Data	Fill Internation Internation	현를 Grou 전을 Ungr 문화 Subt	ıp ▼ +≣ roup ▼ =∃ tine ाs			
A1	A1 • : $\times \checkmark f_x$ PatientID •										
	А	В	С	D	E	F	G	н			
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									-		
•	• → Sul	btotal Filte	ring Charts Piv	ot Wha	+ : •				Þ		
READ	DY 6 OF 20 RECOR							+	100%		

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.

E	5 •∂-∓	:		Trainnig - Excel			b –	٥	×			
F	ile Home	Insert Pag	e Layout Formulas	Data Revi	ew View	Team 🛛 🖓 1	Tell me Sign	in Aps	hare			
Calibri \cdot 12 \cdot $=$ <												
A1	A1 • : $\times \checkmark f_x$ PatientID •											
	А	В	С	D	E	F	G	н				
1	PatientID	PName	Date of Birth	Gender	Married	Address						
2								[
3												
4							-					
5	PatientID	PName	Date of Birth	Gender	Married	Address						
6	1	Ahmed	30-11-11	Male	NO	Amman						
7	2	REEM	01-01-13	Female	NO	Amman						
8	3	Rana	01-02-07	Female	NO	Irbid						
9	4	Karam	03-05-80	Male	YES	Irbid						
10	5	Dana	12-02-80	Fomalo	YES	Torgo						
12	7	Suba	04-05-90	Female	NO	Zarga						
13	8	Rasha	05-02-11	Female	NO	Amman						
14	9	Bayan	19-05-00	Female	NO	Irbid						
15	10	Dakan	01 01 02	Mala	NO	Mafrag						
	• • Soi	rting Subto	otal Filtering C	harts Pi	+ : •				►			
Rea	dy				Count: 6			+	100%			
6						EN 🔺 🦉	🖗 lin. 🗍 😫	4:41 A 08-Nov	M v-17			

And Criteria

.

To display the patients whose Gender is Female 50 AND Address is Amman .

1. Enter the criteria shown below on the worksheet.

E	ਰ 5 • ੇ	:			Trainnig - E	xcel			ħ	-	đ	×
Fi	ile Home	Insert Pag	e Layout Fo	rmulas	Data	Revie	w View	Team	? Tell me	Sign i	in Ap	Share
Pas	Calibri B I B I Booard 5	▼ 11 ▼ 里 ▲ ▲ ▲ ▲ ▲ ▲ ▲ Font ■ ■		≣ + • ▶¶ •	General \$ ▼ % ▼0000 ⊡ Number	y j > r Gi	E Condition Format a Cell Style	nal Formatting v s Table v s v ityles	r ∰ Inse Del For Cel	ert ▼ ete ▼ mat▼ (Is	Contraction For Editing	~
F2	· · ·	$\times \checkmark$	<i>f</i> _x Amma	n								~
	А	В	с		D		Е	F		;	н	
1	PatientID	PName	Date of Bi	rth	Gender		Married	Address				
2					Female			Amman				
З												
4												
5	PatientID	PName	Date of Bi	rth	Gender		Married	Address				
6	1	Ahmed	30-11-11	L	Male		NO	Amman				
7	2	REEM	01-01-13	3	Female		NO	Amman				
8	3	Rana	01-02-07	7	Female		NO	Irbid				
9	4	Karam	03-05-80)	Male		YES	Irbid				
10	5	Omar	12-02-80)	Male		YES	Irbid				
11	6	Dana	04-03-98	3	Female		NO	Zarqa				
12	7	Suha	05-05-90)	Female		NO	Zarqa				
13	8	Rasha	05-02-11	L	Female		NO	Amman				
14	9	Bayan	19-05-00)	Female		NO	Irbid	_			
15		rting Subto	tal Filtering		harts Div	6		Mafrag				
Rea	dv	rung joubto		9 C		(1	-		100%
								EN 🔺	🐼 🛈 .	₫ 🕩	4:43 / 08-No	AM w-17

- 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.

The result

E	∃ ∱ਾ ∂ਾ ;	;		Trainnig - Exce	I		A -	- 0 ×
F	ile Home	Insert Page	Layout Form	ulas Data Rev	view View	Team Ω	Tell me Si	ign in 🛛 🎗 Share
Get I D	External ata ~ Query ~ Get & Trans	Refresh All - C	Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z	Filter	Text to Columns	What-If Analysis Dis Fore	Forecast Sheet	0 Dutline
A2	.7 - :	× .	<i>f</i> _× Female					~
	А	В	Advanced Filter	r ?	E	F	G	н
1	PatientID	PName	Action		larried	Address		
2			Filter the I	list, in-place		Amman		
З			Copy to an	nother location				
4			List range	6465-65605	573)			
5	PatientID	PName	List range:	SASS:SF325	arried 1	Address		
6	1	Ahmed	<u>Criteria range:</u>	Filtering!SAS1:SFS2	NO NO	Amman		
7	2	REEM	Copy to:	Filtering!\$A\$27	🖭 NO	Amman		
8	3	Rana	Unique reco	ords only	NO	Irbid		
9	4	Karam		-	YES	Irbid		
10	5	Omar		OK Cancel	YES	Irbid		
11	6	Dana	04-03-30	remare	NO	Zarqa		
12	7	Suha	05-05-90	Female	NO	Zarqa		
13	8	Rasha	05-02-11	Female	NO	Amman		
14	9	Bayan	19-05-00	Female	NO	Irbid		
15	10	Bakan	01 01 02	Mala		Mafrag		\
	 So 	rting Subtota	al Filtering	Charts Pi	(+) = [•]			•
Poir	nt							+
6						EN 🔺 🧯	🔁 🗊 🚮	4:52 AM ()) 08-Nov-17

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