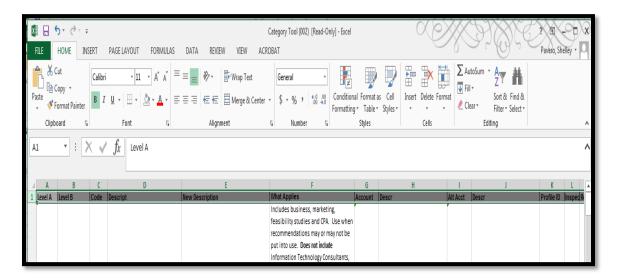
Filter data in an Excel table

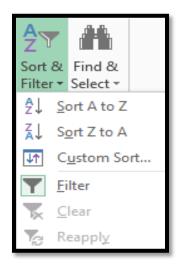
Applies To: Excel 2013

Creating a filter:

1. Use the cursor to Highlight the Header Rows on a spreadsheet



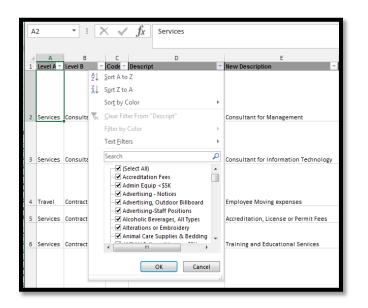
2. Located in the document menu on the HOME tab, select Sort & Filter 🔽 arrow and then select the FILTER



3. Filter 🔽 now appears in each column

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- 4. To customize the filter for only those categories that apply to your team(s), click the arrow in the column(s) header you wish to filter
- 5. In the list of text or numbers, uncheck the **(Select All)** box at the top of the list, and scroll through list and check the boxes of the items that apply to your team(s)



Tip: To see more items in the list, drag the handle in the bottom-right corner of the filter gallery to enlarge it.

- 6. Select OK to create a customized table
- 7. Repeat in additional columns as needed