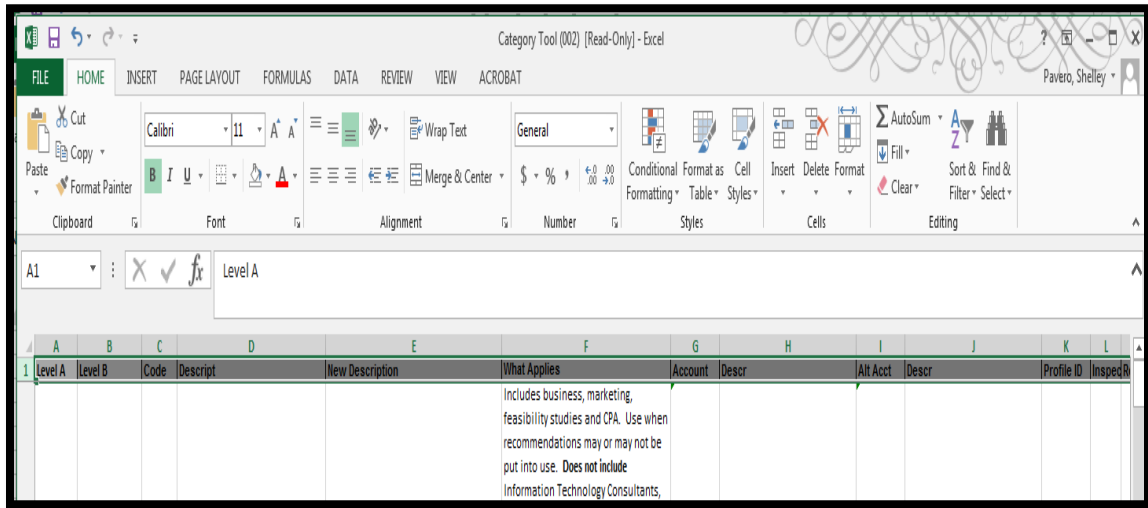



Filter data in an Excel table

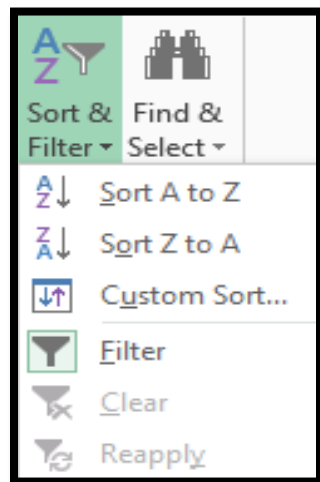
Applies To: Excel 2013

Creating a filter:

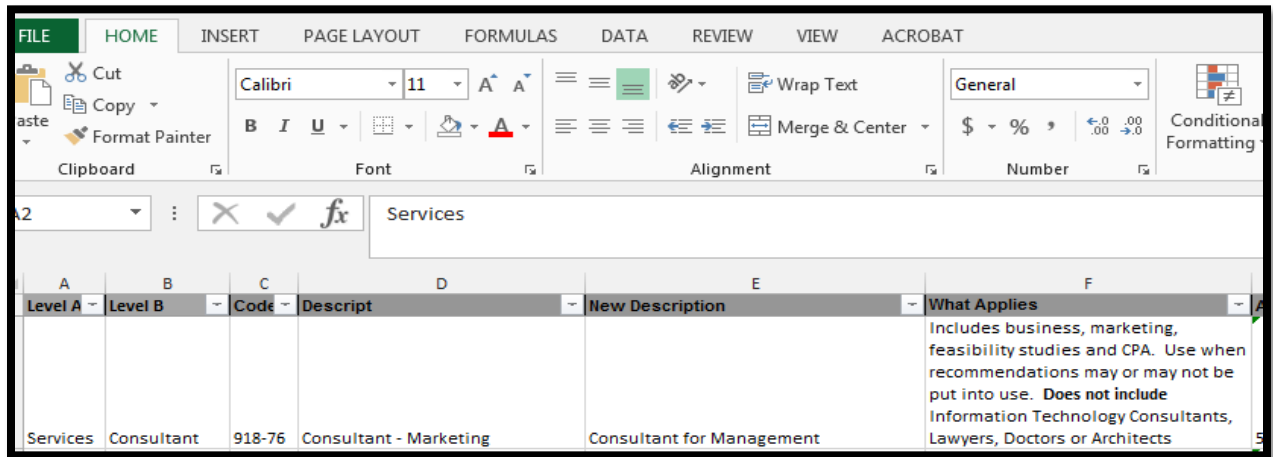
1. Use the cursor to Highlight the Header Rows on a spreadsheet




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

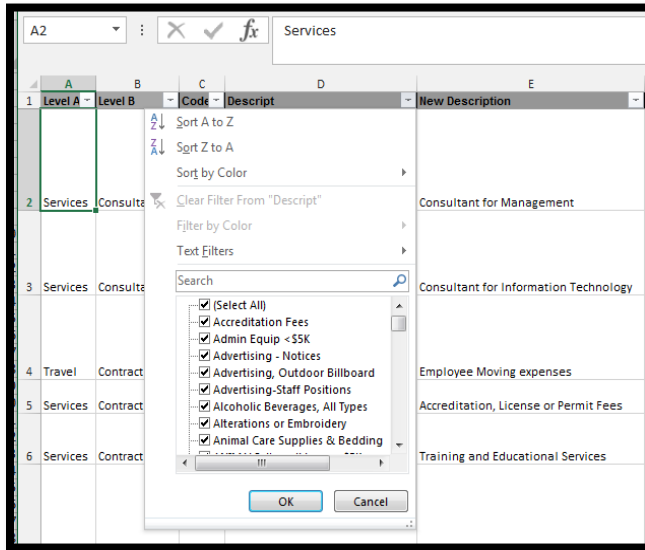


3. Filter  now appears in each column



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