FILTER

This Excel function allows you to filter data in a number of different ways.

STEPS

- Begin by highlighting the header row of data that you would like to be able to filter.

- Click the Data tab and click “Filter”.

- You will notice that a drop down indicator shows next to each column now.

- By clicking on any one of these drop downs you will be presented with every type of data that is displayed in that column.
If you would like to see one or just some of these options, you simply mark the check box for the data that you want displayed. Click “OK” once all options have been selected. Here I have selected just the 4300000 object codes.

Results will not only display data meeting that criteria. From here you can filter an additional field to drill down your results further. You can also filter by color. Now only the 4300000 object codes are being displayed.

Although it may appear that your data has simply disappeared, it hasn’t. If you click on the drop down menus that you have filtered and select “Clear Filter” all your data will display again.