

Excel Filter Shortcut: Examples and Tips & Tricks Sheet

Examples

Example 1: Basic Text Filtering

1. **Data Set:** List of fruits and their colors
2. **Goal:** Show only fruits that are red.
3. **Steps:**
 - **Select Range:** A1:B6
 - **Activate Filter:** **Alt + D + F + F** (Windows) or **Command + Shift + L** (Mac)
 - **Apply Filter:** Click on the filter icon in B1 → Uncheck 'All' → Check 'Red'

Example 2: Number Filtering

1. **Data Set:** Sales data for Q1
2. **Goal:** Show only months where sales are greater than 1050.
3. **Steps:**
 - **Select Range:** A1:B4
 - **Activate Filter:** **Alt + D + F + F** (Windows) or **Command + Shift + L** (Mac)
 - **Apply Filter:** Click on filter icon in B1 → Select 'Number Filters' → Select 'Greater Than' → Enter 1050

Example 3: Date Filtering

1. **Data Set:** List of events and their dates
2. **Goal:** Show only events after January 10, 2023.
3. **Steps:**
 - **Select Range:** A1:B4
 - **Activate Filter:** **Alt + D + F + F** (Windows) or **Command + Shift + L** (Mac)
 - **Apply Filter:** Click on filter icon in B1 → Select 'Date Filters' → Select 'After' → Set date to 01/10/2023

Tips & Tricks

1. **Keyboard Navigation:** Instead of using your mouse, you can navigate between cells using arrow keys, making the filtering process faster.
2. **Multi-Column Filtering:** To filter data based on multiple columns, simply apply the filter on one column, and then apply another filter on a second column without removing the first.
3. **Custom Filters:** Excel allows for custom filters where you can use logical operators like "AND" and "OR" to create complex filtering criteria.
4. **AutoFilter Method:** For Excel VBA users, the **AutoFilter** method allows you to apply filters programmatically, offering greater flexibility.
5. **Save Filtered Views:** If you find yourself using the same filter criteria regularly, save those filters as a custom view so you can apply them instantly later.
6. **Wildcards in Text Filters:** Use symbols like '*' for multiple characters and '?' for a single character when you're not sure about the exact text you're filtering for.
7. **Reapply Filter:** If the dataset changes after you've applied a filter, use the 'Reapply' option to update the filter without having to go through the settings again.
8. **Clear All Filters:** To remove all active filters at once, you can select the 'Clear' option under the 'Sort & Filter' tab in the Excel toolbar.
9. **Filter by Color:** You can also filter data based on cell or font color, which can be very useful when you've used color to highlight certain data.
10. **Text-To-Columns Then Filter:** If your dataset has mixed data in one column (e.g., "Item-Price"), you can first split this into two columns ("Item" and "Price") using the 'Text to Columns' feature and then apply a filter to the separated data.

ProjectCub!cle

By incorporating these **Examples** and **Tips & Tricks**, you can become a pro at using the **Filter Shortcut in Excel**, making data management more efficient and effective.

ProjectCub!cle