

For the sake of this example, let's assume you have a dataset that looks like this:

ID	Name	Age	Occupation	Salary
1	Alice	25	Engineer	50000
2	Bob	32	Designer	45000
3	Carol	29	Engineer	52000
4	Dave	35	Photographer	43000
5	Eve	28	Designer	46000

## Using AutoFilter to Filter Data

1. **Step 1:** Select the range of cells, or click a single cell in your range of data.
2. **Step 2:** Go to the **Data** tab and click on **Filter**.
3. **Step 3:** Click the drop-down arrow on the column header you wish to filter. For example, let's filter out everyone who isn't an "Engineer".
  - Drop-down arrow next to "Occupation"
  - Uncheck "Select All"
  - Check "Engineer"
  - Click OK
4. **Result:** Your dataset will now only show rows where the occupation is "Engineer".

ID	Name	Age	Occupation	Salary
1	Alice	25	Engineer	50000
3	Carol	29	Engineer	52000

## Using Advanced Filter for More Complex Criteria

Let's say we want to filter people who are Engineers and have a salary greater than 50,000.

1. **Step 1:** Create a Criteria Range somewhere on your Excel worksheet. For example, create a new table with the columns "Occupation" and "Salary" and fill in "Engineer" and ">50000".
2. **Step 2:** Go to **Data > Advanced**.
3. **Step 3:** Fill in **List Range** with your data range, and **Criteria Range** with the range of your new criteria table.
4. **Step 4:** Click OK.
5. **Result:** You will now see only the rows that meet the advanced filter criteria.

ID	Name	Age	Occupation	Salary
3	Carol	29	Engineer	52000

## Combining Filters

You can combine multiple filters from different columns. Using AutoFilter, you could filter for Engineers with a Salary greater than 50,000 and age less than 30 by applying multiple filters on the relevant columns.

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