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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"
 - \circ Click OK
- 4. **Result**: Your dataset will now only show rows where the occupation is "Engineer".

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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.

- 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.
- 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. ProjectCub!cle

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