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)

6. Select OK to create a customized table

7. Repeat in additional columns as needed

Tip: To see more items in the list, drag the handle in the bottom-right corner of the filter gallery to enlarge it.