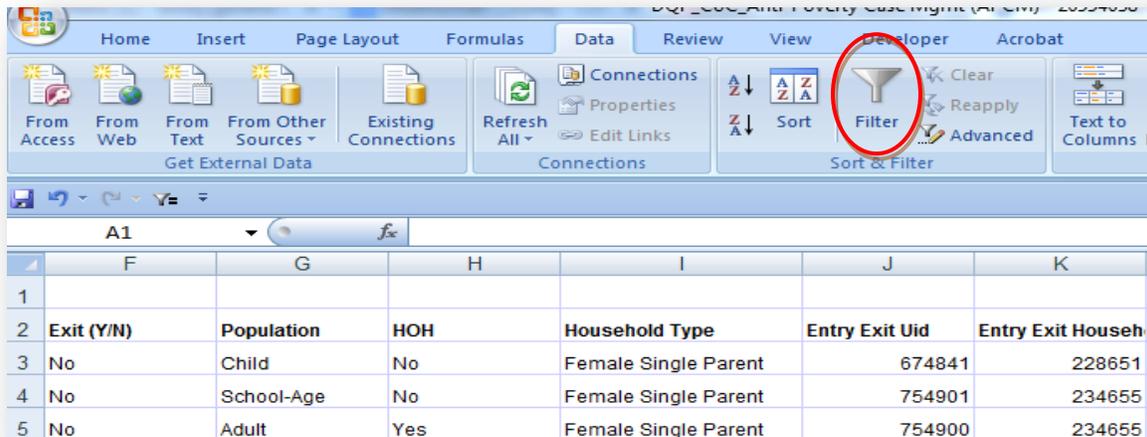


FILTERING DATA IN EXCEL

A filter allows you to quickly and easily subset your data. In other words, you can view only those records that meet certain criteria. To create a filter in Excel:

- 1 Highlight all of the columns in your spreadsheet.
- 2 Select 'Filter' from the Data ribbon.



- 3 You will now see a drop-down arrow on each column header. These drop-down arrows allow you to choose what items in that column you'd like to filter out.

	Exit (Y/N) ▾	Population ▾	HOH ▾	Household Type ▾	Entry Exit Uid ▾	Entry Exit House ▾
3	No	Child	No	Female Single Parent	674841	228651
4	No	School-Age	No	Female Single Parent	754901	234655
5	No	Adult	Yes	Female Single Parent	754900	234655

For Example: If you'd like to see only the clients that have a household type of Female Single Parent, click on the *Household Type* drop-down arrow and select only 'Female Single Parent.'



Once a filter has been applied, the drop-down arrow changes to a 'funnel.' Also, you will notice that several rows are missing and the row numbering labels have changed color.

2	Exit (Y/N)	Population	HOH	Household Type	Entry Exit Uid	Entry Exit Hous
3	No	Child	No	Female Single Parent	674841	228651
4	No	School-Age	No	Female Single Parent	754901	234655
5	No	Adult	Yes	Female Single Parent	754900	234655
11	No	Adult	Yes	Female Single Parent	576231	188539
12	No	Adult	Yes	Female Single Parent	776345	279904
16	No	Adult	Yes	Female Single Parent	674840	228651
17	No	School-Age	No	Female Single Parent	676581	138041

4 You can also apply multiple filters to the same spreadsheet. Each time you add a filter, you narrow down your list to *only* the clients who meet those criteria.

For Example: If you want to find a list of single female parents, you would first filter the Household Type column to show only 'Female Single Parent.' Then filter the Population column to only show 'Adult.' Notice the funnel icon on both *Population* and *Household Type*:

2	Exit (Y/N)	Population	HOH	Household Type	Entry Exit Uid	Entry Exit Hous
5	No	Adult	Yes	Female Single Parent	754900	234655
11	No	Adult	Yes	Female Single Parent	576231	188539
12	No	Adult	Yes	Female Single Parent	776345	279904
16	No	Adult	Yes	Female Single Parent	674840	228651
21	No	Adult	Yes	Female Single Parent	674953	231776

To Remove a Filter: Simply click 'Select All' from the drop-down arrow for that column.

To Remove All Filters from a Spreadsheet: Click the 'Clear' icon next to the Filter icon in the Data ribbon.

