## VBk Practical Mathematics and Microsoft Excel Course





## **Using Filters**



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**Filters** are a *very* powerful feature in Excel. They enable data to be sorted based upon the set of entries in one column. This enables Excel to act like a *database* i.e. logical queries can be asked of a potentially large dataset.

To activate filters, first mark block the headings you are interested in. Then click on the **Sort & Filter** button. Select **Filter** from the menu that appears.

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Click on the grey square with the black triangle which will now appear. This brings up the filter options. You can select **specific entries** (in this case only results from Season 4) and also sort by **number** and by **colour**. Note *all other columns* will be sorted accordingly!

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4761		29/12/2007	13	Tottenham	Reading	6	4	1	1	WIN	LOSS	3	0	10	
5453		22/11/2009	15	Tottenham	Wigan	9	1	1	0	WIN	LOSS	3	0	10	
6112		28/08/2011	17	Man United	Arsenal	8	2	3	1	WIN	LOSS	3	0	10	
6655		29/12/2012	18	Arsenal	Newcastle	7	3	1	1	WIN	LOSS	3	0	10	
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You might want to add an *extra column* to enable more sophisticated sorting of the data.

In this example, the query would be "how many Premiership matches were 10 or more goals scored?" Adding a '**Goal sum**' column, which sums full time scores in columns **F** and **G** achieves this. Filtering on this new column, and selecting '10' and '11' displays the results above. Only 6 matches out of 7,220 - quite a rare occurrence!