

VBk Practical Mathematics and Microsoft Excel Course

Using Filters

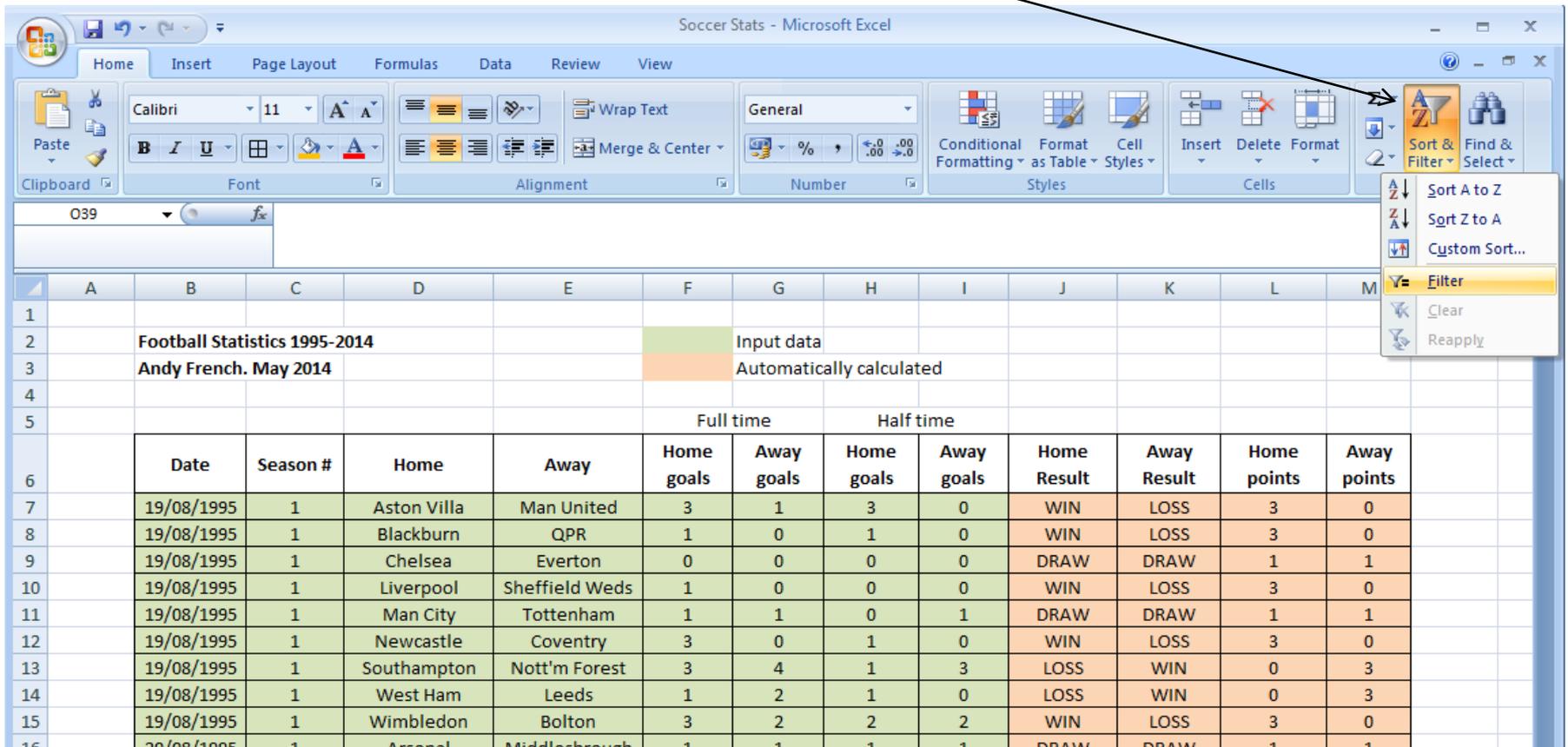


Filters are a *very* powerful feature in Excel. They enable data to be sorted based upon the set of entries in one column. This enables Excel to act like a *database* i.e. logical queries can be asked of a potentially large dataset.

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.



The screenshot shows the Microsoft Excel interface with the 'Sort & Filter' menu open. The 'Filter' option is highlighted. The spreadsheet contains football statistics for the years 1995-2014. The data is organized into columns for Date, Season #, Home, Away, Home goals, Away goals, Home Result, Away Result, Home points, and Away points. The 'Filter' button in the ribbon is highlighted with a red arrow, and the 'Filter' option in the dropdown menu is also highlighted with a red arrow.

	Date	Season #	Home	Away	Home goals	Away goals	Home goals	Away goals	Home Result	Away Result	Home points	Away points
7	19/08/1995	1	Aston Villa	Man United	3	1	3	0	WIN	LOSS	3	0
8	19/08/1995	1	Blackburn	QPR	1	0	1	0	WIN	LOSS	3	0
9	19/08/1995	1	Chelsea	Everton	0	0	0	0	DRAW	DRAW	1	1
10	19/08/1995	1	Liverpool	Sheffield Weds	1	0	0	0	WIN	LOSS	3	0
11	19/08/1995	1	Man City	Tottenham	1	1	0	1	DRAW	DRAW	1	1
12	19/08/1995	1	Newcastle	Coventry	3	0	1	0	WIN	LOSS	3	0
13	19/08/1995	1	Southampton	Nott'm Forest	3	4	1	3	LOSS	WIN	0	3
14	19/08/1995	1	West Ham	Leeds	1	2	1	0	LOSS	WIN	0	3
15	19/08/1995	1	Wimbledon	Bolton	3	2	2	2	WIN	LOSS	3	0
16	20/08/1995	1	Arsenal	Middlesbrough	1	1	1	1	DRAW	DRAW	1	1

Football Statistics 1995-2014
Andy French. May 2014

Date	Season #	Home	Away	Home goals	...
		Aston Villa	Man United	3	
		Blackburn	QPR	1	
		Chelsea	Everton	0	
		Liverpool	Sheffield Weds	1	
		Man City	Tottenham	1	
		Newcastle	Coventry	3	
		Southampton	Nott'm Forest	3	
		West Ham	Leeds	1	
		Wimbledon	Bolton	3	
		Arsenal	Middlesbrough	1	
		Leeds	Liverpool	1	
		Bolton	Newcastle	1	
		Coventry	Man City	2	
		Everton	Arsenal		
		Man United	West Ham		
		Nott'm Forest	Chelsea		
		QPR	Wimbledon		
		Sheffield Weds	Blackburn		
25	23/08/1995	1	Tottenham	Aston Villa	
26	26/08/1995	1	Bolton	Blackburn	
27	26/08/1995	1	Coventry	Arsenal	
28	26/08/1995	1	Everton	Southampton	

Football Statistics 1995-2014
Andy French. May 2014

Date	Season #	Home	Away	Home goals	Aw. goa	
1147	15/08/1998	4	Blackburn	Derby	0	0
1148	15/08/1998	4	Coventry	Chelsea	2	1
1149	15/08/1998	4	Everton	Aston Villa	0	0
1150	15/08/1998	4	Man United	Leicester	2	2
1151	15/08/1998	4	Middlesbrough	Leeds	0	0
1152	15/08/1998	4	Newcastle	Charlton	0	0
1153	15/08/1998	4	Sheffield Weds	West Ham	0	1
1154	15/08/1998	4	Wimbledon	Tottenham	3	1
1155	16/08/1998	4	Southampton	Liverpool	1	2
1156	17/08/1998	4	Arsenal	Nott'm Forest	2	1
1157	22/08/1998	4	Charlton	Southampton	5	0
1158	22/08/1998	4	Chelsea	Newcastle	1	1
1159	22/08/1998	4	Derby	Wimbledon	0	0
1160	22/08/1998	4	Leicester	Everton	2	0

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!

Soccer Stats - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2		Football Statistics 1995-2014					Input data							
3		Andy French. May 2014					Automatically calculated							
4														
5						Full time		Half time						
6		Date	Season #	Home	Away	Home goals	Away goals	Home goals	Away goals	Home Result	Away Result	Home points	Away point	Goal sum
4638		29/09/2007	13	Portsmouth	Reading	7	4	2	1	WIN	LOSS	3	0	11
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
6844		19/05/2013	18	West Brom	Man United	5	5	1	3	DRAW	DRAW	1	1	10
7227														
7228														
7229														

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!