

## Filtering Data in Excel 2007 and Excel 2010

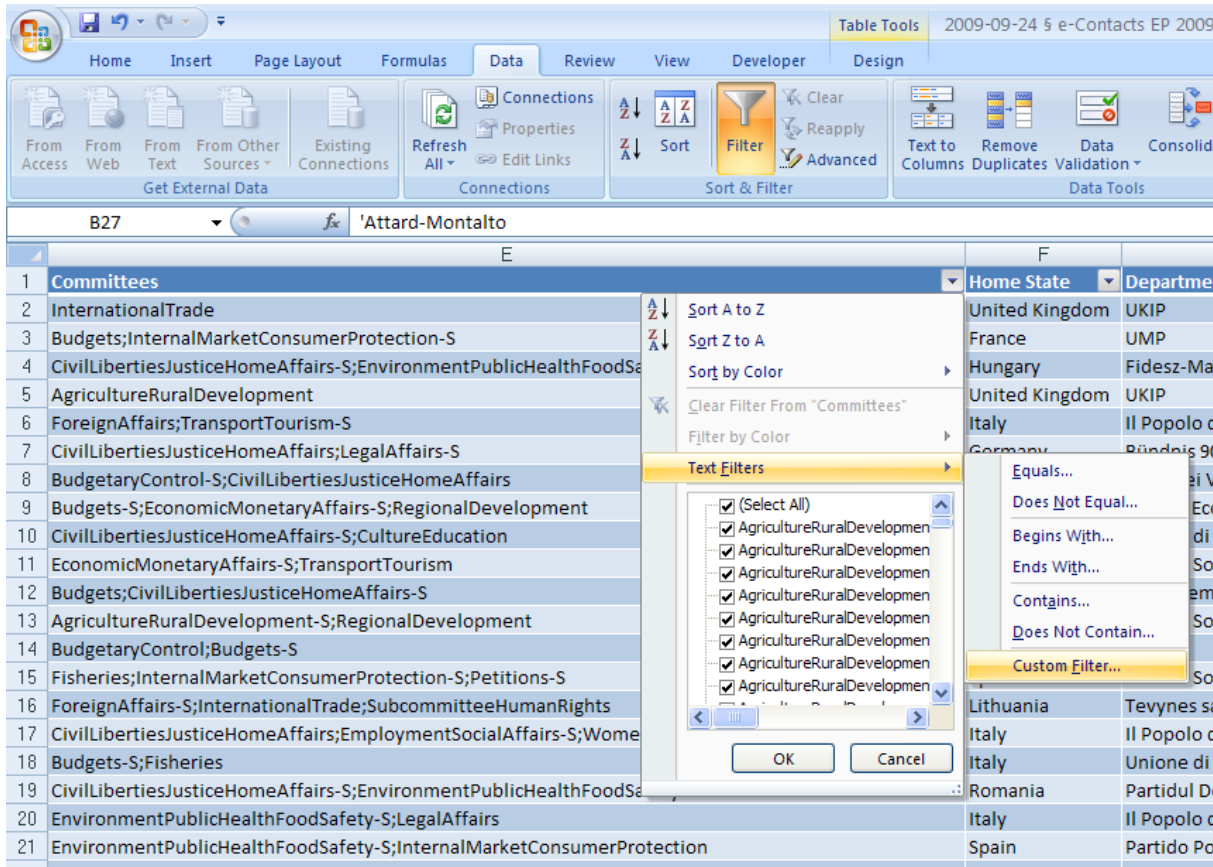
### 1. Turn on Autofilter (Data tab → Click on Filter icon)

In the first screenshot below, autofilter is not turned on. In the second one it has been turned on, and you will notice that little drop-down arrows appear next to the header of each column.

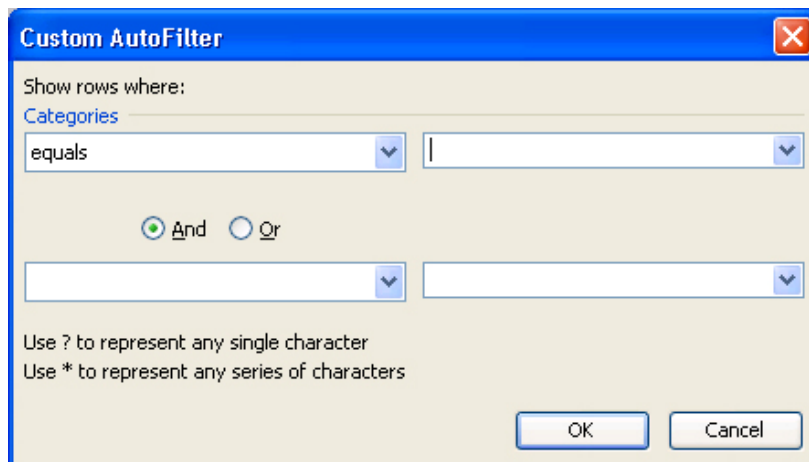
	A	B	C	D
1	Title	Last Name	First Name	Email Address
2	Lord	(Earl of) Dartmouth	William	william.dartmouth@europarl.europa.eu
3	Mr.	Abad	Damien	damien.abad@europarl.europa.eu
4	Mr.	Áder	János	janos.ader@europarl.europa.eu
5	Mr.	Agnew	John Stuart	johnstuart.agnew@europarl.europa.eu
6	Mr.	Albertini	Gabriele	gabriele.albertini@europarl.europa.eu
7	Mr.	Albrecht	Jan Philipp	jan.albrecht@europarl.europa.eu
8	Ms.	Alfano	Sonia	sonia.alfano@europarl.europa.eu

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5	Mr.	Agnew	John Stuart	johnstuart.agnew@europarl.europa.eu
6	Mr.	Albertini	Gabriele	gabriele.albertini@europarl.europa.eu
7	Mr.	Albrecht	Jan Philipp	jan.albrecht@europarl.europa.eu
8	Ms.	Alfano	Sonia	sonia.alfano@europarl.europa.eu

2. **Click on the drop-down arrow** next to the column header of the column you wish to filter records from (probably "Activities") and choose "Text Filters" and then "Custom Filter"



3. This will product a **custom-filter dialogue box**:



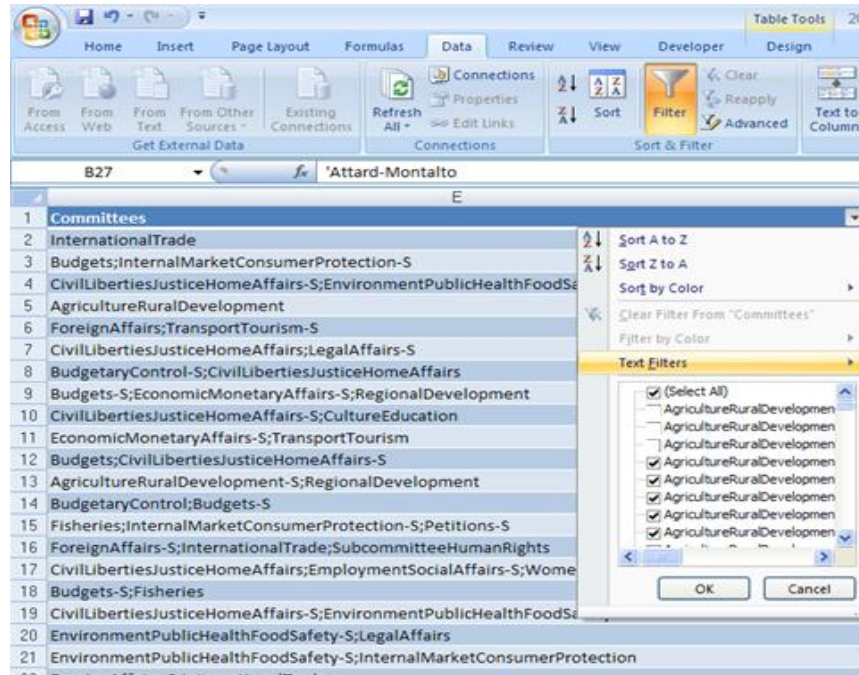
**4. Filter.**

As an example, you wish to show only the rows for those MEPs who are Full Members (not Substitute Members) of the Foreign Affairs Committee. You need to find all rows that contain "ForeignAffairs", but that will also find the Substitute Members ("ForeignAffairs-S") so you need to exclude those by making sure that the filter does not include them. You would set up your filter like this:



**NB: Be sure to select "contains" and "does not contain" and not "equals" and "does not equal"!!! Also be sure that your spelling is exactly correct and corresponds to the wording in the database, otherwise the filter won't find anything. Also be sure that you select "And" and not "Or". If you select "Or", it will include everyone, logically.**

- You can also filter by selecting and un-selecting specific value boxes in the drop-down menu in each column.



- You can **filter by as many columns** as you like at the same time. For example, you might want all Full Members of the ForeignAffairs Committee who are from Germany and who are members of the EPP Group.