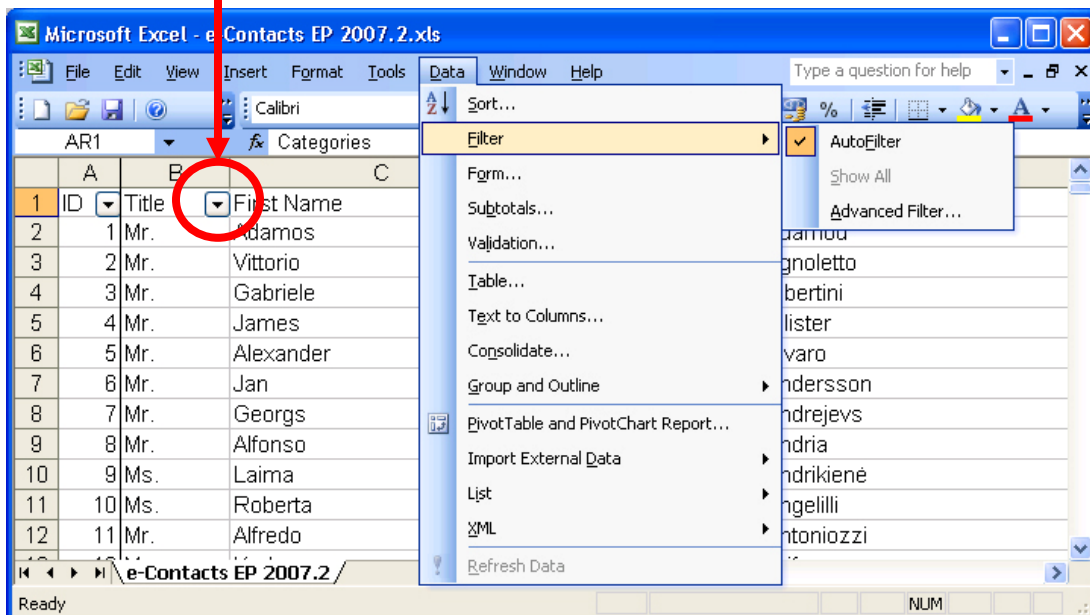
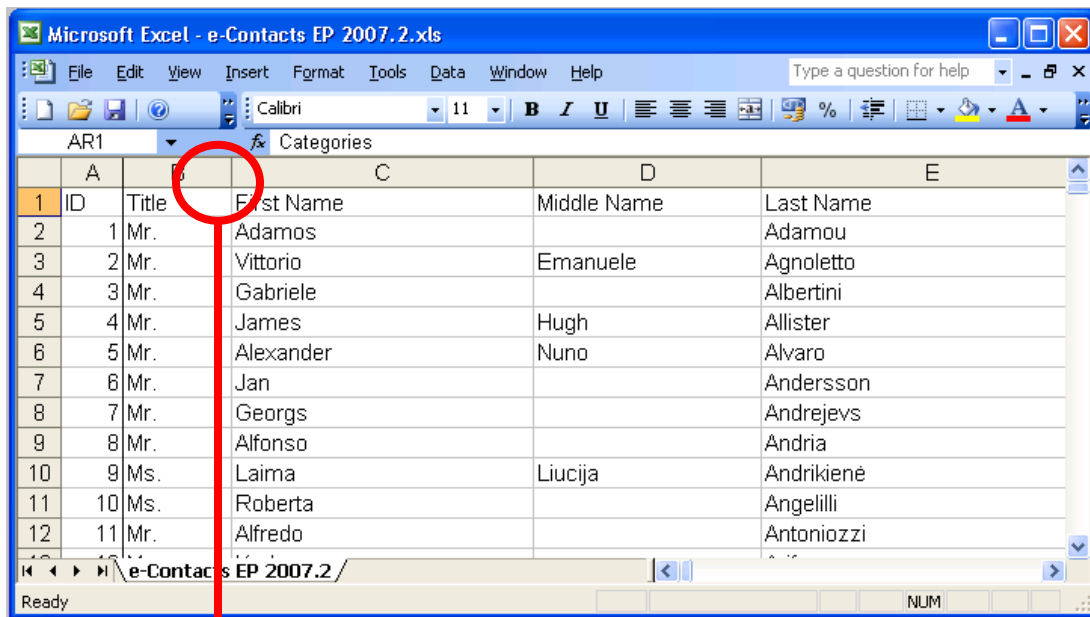


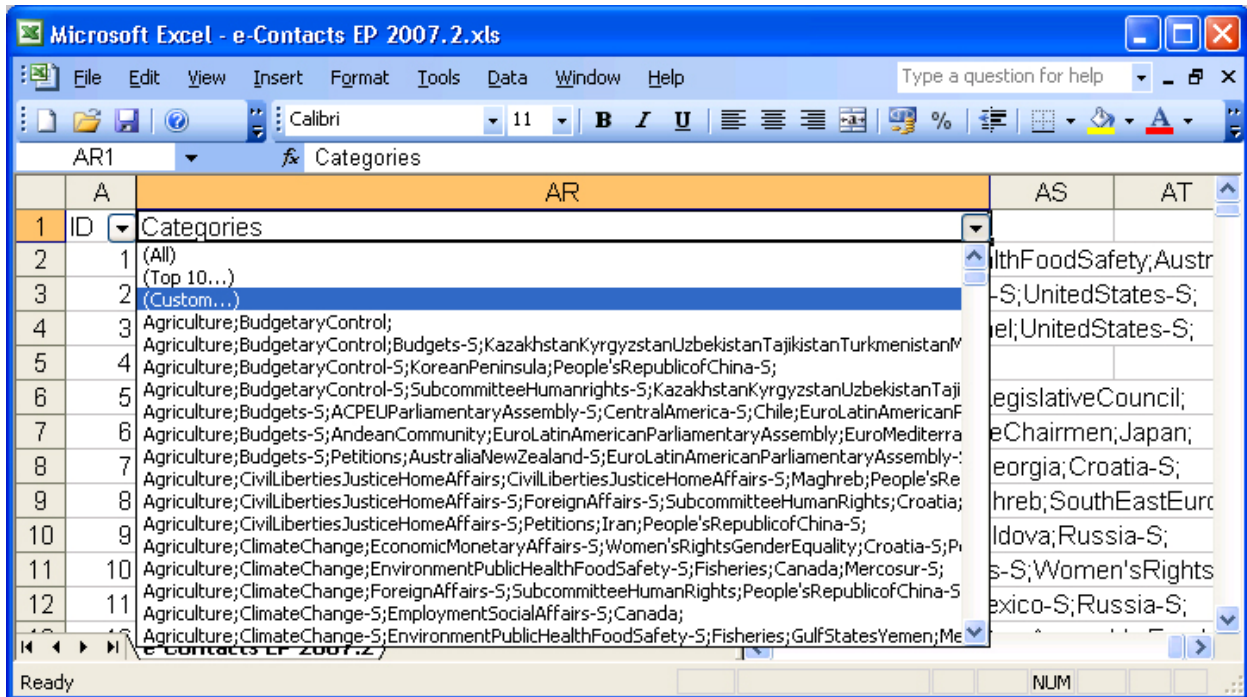
Filtering Data in Excel 2000 2003

1. Turn on Autofilter (Data → Filter → AutoFilter)

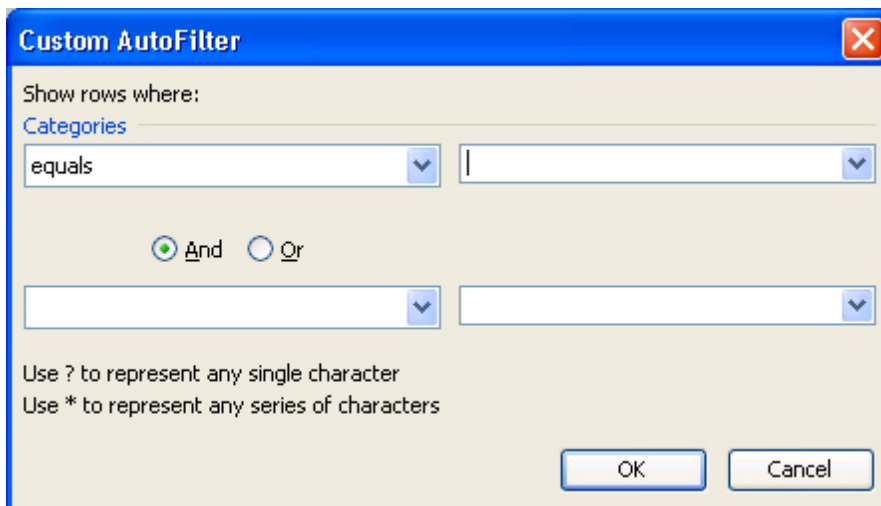
In the first screenshot below, autofilter is not turned on. In the second one it has been turned on, and you will notice that little drop-down arrows appear next to the header of each column.



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



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, 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.

5. 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.