

How to use the Advanced Filter in Excel



- You can use advanced filters to create more complicated conditions to filter a data list. To use advanced filters, you must specify the list range and the criteria range.
- The list range is the cells containing the data arranged in a series of rows and columns, where the column headings are the field names for the list.

- The criteria range is a separate range of cells in the worksheet, apart from the data list. The criteria range can be located anywhere in the worksheet outside of the list range, or in another worksheet. The criteria range consists of one row of criteria labels and at least one row of search conditions. The criteria range must contain at least two rows and one column.
- Although the criteria labels are not case-sensitive, they must be spelled exactly the same as the field names in the data list. The most accurate method of ensuring this consistency is to copy the field names in the data list and paste them into the top row of the criteria range.

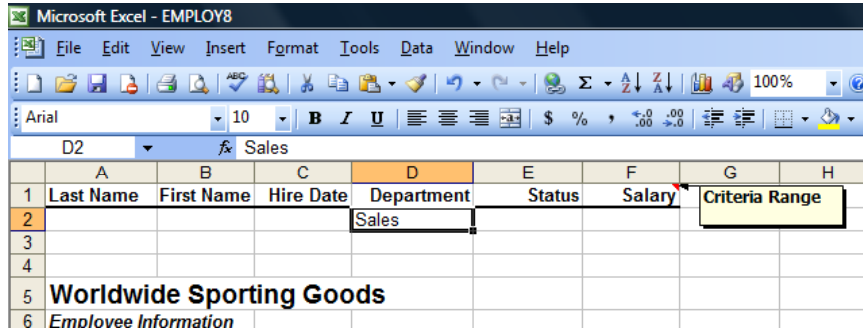
Example

The screenshot shows a Microsoft Excel spreadsheet titled "EMPLOY8". The data list is located in rows 9-28, columns A-F. The criteria range is located in rows 1-4, columns A-F. The criteria range is highlighted in yellow and labeled "Criteria Range". The data list is labeled "List Range".

	A	B	C	D	E	F	G	H
1	Last Name	First Name	Hire Date	Department	Status	Salary	Criteria Range	
2								
3								
4								
5	Worldwide Sporting Goods							
6	<i>Employee Information</i>							
7								
8								
9	Last Name	First Name	Hire Date	Department	Status	Salary	List Range	
10	Abramas	Alice	4/2/2001	Sales	2	\$35,000		
11	Adelheim	John	3/18/2004	Administration	2	\$33,000		
12	Albrecht	Horst	11/18/1998	Production	2	\$32,000		
13	Bachman	Vance	1/20/2003	Development	7	\$72,000		
14	Baker	Amy	9/7/1998	Production	4	\$29,000		
15	Baker	Christine	10/14/2002	Administration	4	\$60,000		
16	Callaghan	Ronald	1/24/2000	Development	2	\$34,000		
17	Caracio	Terry	6/12/2000	Sales	2	\$35,000		
18	Carpenter	John	8/16/2001	Sales	2	\$35,000		
19	Davis	Henry	1/4/1999	Production	2	\$38,000		
20	Deal	Laura	9/13/2001	Production	2	\$40,000		
21	Deibler	Karl	3/24/2003	Development	2	\$51,000		
22	Eastburn	George	5/12/1986	Administration	3	\$35,000		
23	Edwards	Fred	9/29/2000	Sales	4	\$36,000		
24	Edwards	Susan	1/13/2003	Sales	2	\$65,000		
25	Faraco	Janice	5/22/2000	Sales	2	\$47,000		
26	Feldgus	Ernest	4/27/1998	Sales	2	\$39,000		
27	Fimbel	Josephine	1/23/2002	Production	2	\$50,000		
28	Fredericks	Miller	2/1/1994	Production	3	\$50,000		

How to use

- To find records that match a specific number, date, or text, you can enter matching criteria in the row below the criteria labels.



The screenshot shows a Microsoft Excel window titled "EMPLOY8". The spreadsheet has columns labeled A through H and rows 1 through 6. Row 1 contains headers: "Last Name", "First Name", "Hire Date", "Department", "Status", "Salary", and "Criteria Range". Row 2 has "Sales" in the "Department" column. Row 5 contains the text "Worldwide Sporting Goods" and row 6 contains "Employee Information". A yellow box highlights the "Criteria Range" header in cell G1. A red arrow points to the "Salary" header in cell F1.

	A	B	C	D	E	F	G	H	
1	Last Name	First Name	Hire Date	Department	Status	Salary	Criteria Range		
2				Sales					
3									
4									
5	Worldwide Sporting Goods								
6	Employee Information								

- After entering the data into the criteria range, click back into the List Range
- Select from the DATA menu Filter → Advanced Filter
- In the Advanced Filter dialog box enter the list and criteria ranges then click OK.

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Empdata Last Name

1	Last Name	First Name	Hire Date	Department	Status	Salary	Criteria Range
2				Sales			
3							
4							
5	Worldwide Sporting Goods						
6	<i>Employee Information</i>						
7							
8							
9	Last Name	First Name	Hire Date	Department	Status	Salary	List Range
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28	Fredericks	Miller	2/1/1994	Production	3	\$50,000	
29	Johnson	Jon	4/17/2003	Administration	3	\$55,000	
30	Killough	Frank	3/24/1994	Sales	7	\$34,000	
31	Messack	Steve	5/13/1991	Production	3	\$38,000	
32	Parker	Paul	8/8/1988	Production	2	\$58,000	
33	Roy	Audrey	8/5/1996	Production	2	\$31,000	
34	Sticklebaugh	Wendy	10/26/1992	Production	3	\$42,000	
35	Trimbach	Doug	5/30/1997	Production	2	\$26,000	
36	Wang	Will	6/30/1997	Production	4	\$32,000	
37	Weinstein	Perry	4/16/2003	Sales	3	\$55,000	
38							
39							

Advanced Filter

Action

Filter the list, in-place

Copy to another location

List range: \$A\$9:\$F\$37

Criteria range: Employees!\$A\$1:\$F\$2

Copy to: H4

Unique records only

OK Cancel

One the List and Criteria Ranges and location have been selected, Click OK.

The result will be the filtered list in the location selected.

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A9 Last Name

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3							
4							
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6	<i>Employee Information</i>						
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