

Microsoft Excel Advanced Filter



Advanced Filter

The Advanced Filter is similar to the Autofilter, the Autofilter is fully automated whereas the Advanced filter we have to set up manually with the help of an Excel wizard.

The benefit of the Advanced Filter is that you can enter more complex criteria(s), the data can be filtered in-place or copied to another sheet.

Setting up the Advanced Filter.

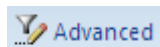
1. **Copy** the header row of your list and paste one set of headers to the right hand side of the list, separating them by at least one column or row from the list, This will act as your criteria headings.
2. **Enter** the **Criteria** values.

A	B	C	D	E	F	G	H
name	dept	salary			name	dept	salary
mike	hr	5				it	
mary	hr	5					
john	hr	5					
james	it	2					
peter	it	4					
fred	it	10					

The table shows a list of employees in columns A-C and a criteria range in columns F-H. A blue callout box labeled "Table List" points to the data rows in columns A-C. Another blue callout box labeled "Criteria value(s)" points to the criteria values in columns F-H.

Once you have entered all the criterias that you wish to extract from the List, you are ready to start the Advanced Filter wizard.

1. **Select** from the **Data** tab the



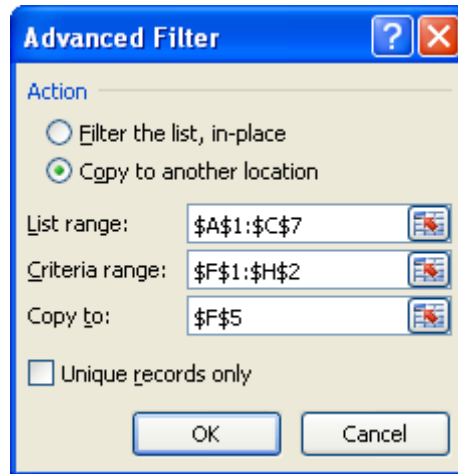
Advanced Button.

Tip: Place your cursor within the List Range before you start the wizard, this will save you highlighting the range in the wizard.

Select the Copy to another location if you wish to place the filtered data either beside or on another sheet, if this option is not selected the data will be filtered *in place* (the original List will be hidden).

List Range: The List range box will be automatically completed.

Criteria Range: Highlight the criteria including the headings.



Copy to: Select the location where you wish to place the results (filtered data “Extract”).

This option will not be able to be selected unless you have chosen the **Copy to another location**.

Unique records only: If your original list has duplicate records, tick this box so that duplicate records are not shown.

	A	B	C	D	E	F	G	H
1	name	dept	salary			name	dept	salary
2	mike	hr	5	Criteria			it	
3	mary	hr	5					
4	john	hr	5					
5	james	it	2			name	dept	salary
6	peter	it				james	it	2
7	fred	it				peter	it	4
8						fred	it	10
9								

Table List

Results (Extract)

Reserved Names

You can name a range "Criteria", and the reference for the range will appear automatically in the *Criteria range* box. Define the name "Database" for the range of data to be filtered and define the name "Extract" for the area where you want to paste the rows, and these ranges will appear automatically in the *List range* and *Copy to* boxes. Advanced filter is advanced in years as well, this is the old, original design of the Excel data filter from the early 1990's long

before AutoFilter arrived.

Database Functions.

There is a range of database functions that can be performed with the advanced filter, below we have listed a few of the more frequently used database functions.

Firstly we must understand the syntax of the function, to show this we are using the DSUM function using the above advanced filter example.

	A	B	C	D	E	F	G	H
1	name	dept	salary			name	dept	salary
2	mike	hr	5				it	
3	mary	hr	5					
4	john	hr	5					
5	james	it	2			name	dept	salary
6	peter	it	4			james	it	2
7	fred	it	10			peter	it	4
8						fred	it	10
9								
10	Dsum		16			Total salary for the IT department		
11								
12	Dcount		3			Number of records for the IT department		
13								
14	Daverage		5.33			Average salary for the IT department		
15								
16	Dmax		10			Highest salary for the IT department		
17								
18	Dmin		2			Lowest salary for the IT department		

Syntax: =DSUM(A1:C7,C1,F1:H2)

Breakdown: A1:A7 is the List Range.
 C1 is the Field Name.
 F1:H2 is the criteria.

What Does It Do ?

This function examines a list of information and produces the total.

Syntax

=DSUM(DatabaseRange,FieldName,CriteriaRange)

The **DatabaseRange** is the entire list of information you need to examine, including the field names at the top of the columns.

The **FieldName** is the name, or cell, of the values to be totalled, such as "Salary".

The **CriteriaRange** is the department.

