

# Microsoft Excel - Filtering Autofilter



## Filtering - AutoFilter.

In our 'customers' Table we are storing clients details (address, phone etc).

There may be thousands of records so we may want to filter out all the customers and only show the customers in the 'UK & City of London'.

This is an easy process, all the Table headings have a small drop down arrow, the arrows were automatically displayed when the table was created.

The Process:

1. **Open** the file that contains the Table.

Company Name	Contact Name	Contact Title	Address	City	Country	Phone	Salary
Laptops	Thomas Hardy	Sales Representative	120 Hanover	London	UK	(171) 555-7788	25300
B's Beverages	Victoria Ashworth	Sales Representative	Faunterlog C	Cowses	UK	(171) 555-1212	23000
Consolidated Holdings	Elizabeth Brown	Sales Representative	Berkeley Gar	London	UK	(171) 555-2282	24050
Eastern Connection	Ann Devon	Sales Agent	35 King Geor	London	UK	(171) 555-0297	24680
Island Trading	Helen Bennett	Marketing Manager	Garden Hous	London	UK	(198) 555-8888	30450
North/South	Simon Crowther	Sales Associate	South House	London	UK	(171) 555-7733	29500
Seven Seas Imports	Hari Kumar	Sales Manager	90 Wadhurst	London	UK	(171) 555-1717	15457

2. **Click** on the Heading drop-down arrows to display the filter options.

**Select** / deselect required information.

In this example the Table has already been filtered by country to only display the 'UK'.

In the 'UK' there are two different cities, 'London & Cowses'.

To only display 'London' remove the tick from the tick-box next to 'Cowses'

**Tip:** If all the boxes are ticked and you wish to deselect without taking the ticks out one-by-one, click on the **Select All**, option. This option either toggles between deselect or selects all.

3. Click **Ok**.

