

Activity 14 - Filtering Data

Before You Begin

The My Develetech Lists.xlsx file is open.

Scenario

As an HR generalist at Develetech Industries, you were asked to sort the employees list. Now you are being asked which employees are in specific offices and departments. In order to find this information, you will filter the employees list.

- 1) Filter the data for all employees in the PB4 Office Location.
 - a) Select cell **A1** and select **Data → Filter**.
 - b) Select the **Office Location AutoFilter** drop-down arrow and uncheck **Select All**.
 - c) Select **PB4** and select **OK**.

Verify that only the Office Location PB4 is shown.

	A	B	C	D	E	F
1	Last Name ▾	First Name ▾	Hire Date ▾	Department ▾	Office Location ▾	Extension ▾
3	Burke	Reva	11/3/1995	Accounting	PB4	4447
13	Dandridge	Ray	8/12/2007	Accounting	PB4	4224
15	Hawkins	Alvin	8/23/1994	Accounting	PB4	4299
30	Sandifer	Catheryn	12/23/2006	Accounting	PB4	4931

- 2) Filter for Management and Marketing employees.
 - a) Select the **Office Location AutoFilter** drop-down arrow and select **Clear Filter from "Office Location"**.
 - b) Select the **Department AutoFilter** drop-down arrow and uncheck **Select All**.
 - c) Select **Management** and **Marketing** and select **OK**.

Verify that only the Management and Marketing departments are shown.

	A	B	C	D	E	F
1	Last Name ▾	First Name ▾	Hire Date ▾	Department ▾	Office Location ▾	Extension ▾
10	Coutu	Crystle	8/28/2013	Management	TS5	4628
12	Dahl	Julius	1/27/1997	Marketing	CC3	4132
25	Pellham	Marlon	6/20/2009	Management	TS5	4529

- 3) Create a custom filter for employees in either Engineering or Facilities.
 - a) Select the **Department AutoFilter** drop-down arrow and select **Clear Filter from "Department"**.
 - b) Select the **Department AutoFilter** drop-down arrow again and select **Text Filters** → **Custom Filter**.

First Name	Hire Date	Department	Office Location	Extension
T			TS3	4660
R			PB4	4447
T			TS3	4939
S			TS3	4005
F			PB3	4430
H			PB2	4325
R			TS1	4716
J			TS3	4459
C				4628
C				4464
J				4132
R				4224
D				4165
A				4299
S				4168
J				4550
K				4420
C				4531
J				4140
P			CC1	4124
M			PB2	4987

- c) Select the **Parameter fields** drop-down arrow on the first row and select **Engineering**.
- d) Select the **Or** radio button.
- e) Select the **Filter selection** drop-down arrow on the second row and select **equals**.
- f) Select the **Parameter fields** drop-down arrow on the second row and select **Facilities**.

Custom AutoFilter

Show rows where:

Department

equals [v] Engineering [v]

And Or

equals [v] Facilities [v]

Use ? to represent any single character
Use * to represent any series of characters

OK Cancel

g) Select **OK** to filter the employees list.

Verify that the employees list has been filtered for the Engineering and Facilities departments.

	A	B	C	D	E	F
1	Last Name	First Name	Hire Date	Department	Office Location	Extension
7	Carreiro	Harlan	12/27/2015	Engineering	PB2	4325
16	Howell	Stanley	8/12/1994	Engineering	PB2	4168
17	Howell	Jackeline	11/5/1997	Engineering	CC1	4550
18	Howell	Kasie	12/28/2002	Facilities	TS1	4420
22	Maines	Mac	3/16/2003	Engineering	PB2	4987
24	Mcguire	Conrad	2/21/2015	Engineering	PB2	4307
26	Quinn	Sophie	2/4/2003	Facilities	TS1	4904

4) Save the workbook and keep the file open.