

How to use Advance Filter

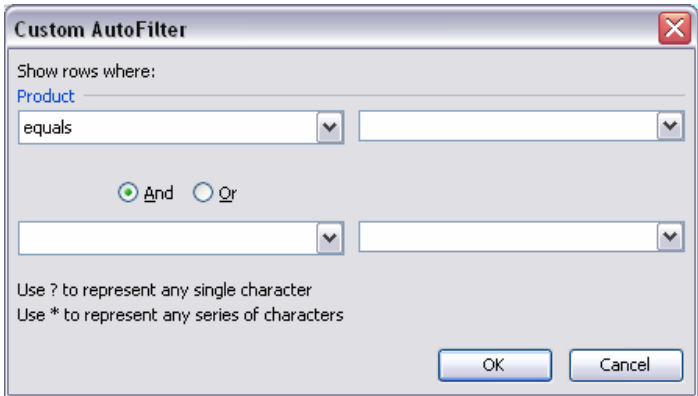


Advanced Filter

KAMARAJ MANI. N

Article Student - Sridhar and Santhanam,
Chartered Accountants
Kamarajmani_ca@yahoo.co.in

In this session, we are going to discuss how to use Advance Filter when the Auto filter fails to give the desired results.



Picture 1: Custom AutoFilter

Custom Auto filter (Picture 1) will help us to filter data with the maximum of TWO filter criteria only. When we have more than TWO criteria, we have to use the Advanced Filter.

Before applying the Advance Filter what are all necessary information we should require?

1. Data Table
2. Criteria Table

1. DATABASE Table:

1. The FIRST ROW of the database should have HEADINGS.
2. There SHOULD NOT be any fully BLANK ROWS within the Database.
3. LAST COLUMN and LAST ROW should be BLANK. (Why is this necessary? While applying Advance Filter, system will automatically select the LIST RANGE by default)

	A	B	C	D	E
1	Date	Customer	Product	Total	
2	1/1/2007	MegaMart	Cookies	278.07	
3	1/3/2007	MiniMart	Bread	789.00	
4	1/3/2007	SuperMart	Produce	1,365.35	
5	1/3/2007	FoodMart	Produce	240.17	
6	1/4/2007	MegaMart	Cookies	1,348.49	
7	1/11/2007	FoodMart	Produce	2,023.35	
8	1/11/2007	MegaMart	Produce	292.81	
9	1/18/2007	MiniMart	Produce	1,802.92	
10	1/20/2007	MegaMart	Cookies	1,668.42	
11	1/20/2007	MegaMart	Milk	566.00	
12	1/21/2007	MegaMart	Bread	422.00	
13	1/21/2007	FoodMart	Produce	1,335.74	

Picture 2: Database Sample

2. CRITERIA Table

I have already mentioned that to filter the data with more than two criteria, we are using the Advanced Filter option. In Picture 2, we are having FOUR different products; out of these we are going to select THREE products as Filter criteria to filter the data

How to define Criteria Table?

1. Select a blank cell in an unused part of the worksheet.
2. Give Criteria Title (It should be same as your database FIELD TITLE. Example: here the database field title is PRODUCT. The same title only we have to use as Criteria title. It will help the system to identify the field on which it has to apply the advance filter)
3. Mention all the THREE product's names in the subsequent rows.

Sample of Criteria Table is given below:

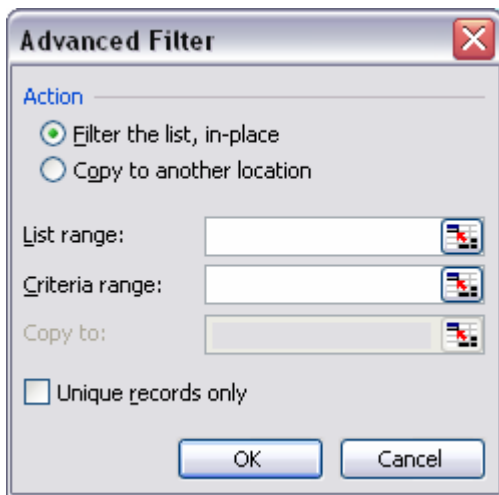
	F
1	Product
2	Cookies
3	Milk
4	Bread

Picture 3: Criteria Table

Both the basic things are ready.

Now, how to apply the Advance Filter?

Select **Data>Filter>Advanced Filter**



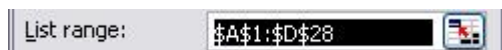
MS-Excel, by default, will ask us to give the following two inputs:

1. List Range
2. Criteria Range

1. LIST RANGE:

To fix the List range:

1. By selecting the Advance Filter itself, System will select the List range automatically.



2. If List range is not picked up automatically or if you want to restrict the data range, then you have to click **Collapse Dialog** button to choose the List Range.
3. Select the Database Table where you want to apply filter.

2. Criteria Range

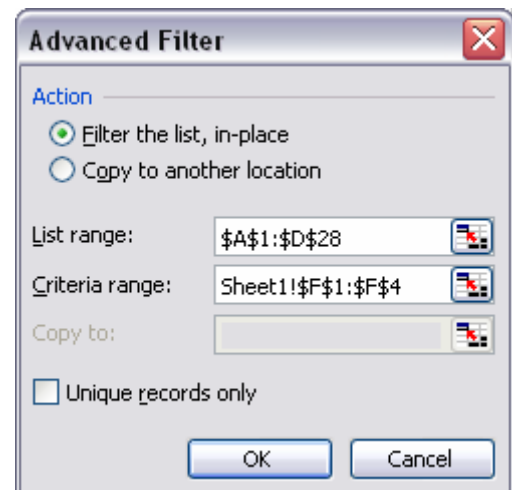
To fix the Criteria range:

1. Click: Criteria Range **Collapse Dialog** button to choose the Criteria Range

2. Select the Criteria table what you have created



3. Now Press **Expand Button**.



Picture 4: Advanced Filter - After basic Inputs

RESULT:

We can get the result in two ways:

1. Filter the list, in-place
2. Copy to another location

1. Filter the List, in-place

1. It is a default option.
2. Now, if we press OK Button, Advanced Filter will filter the data and show the result (Row index will be turned in BLUE colour) in the Database Table itself.

	A	B	C	D
1	Date	Customer	Product	Total
2	1/1/2007	MegaMart	Cookies	278.07
3	1/3/2007	MiniMart	Bread	789.00
6	1/4/2007	MegaMart	Cookies	1,348.49
10	1/20/2007	MegaMart	Cookies	1,668.42
11	1/20/2007	MegaMart	Milk	566.00

Picture 5: Filtered Data

(See the row index 4,5,7,8 and 9 are not visible now)

2. Copy to another Location

1. Under Action, we have to select “Copy to another Location” option button
2. Now the “Copy to collapse dialog box” (as shown below) will be activated.



3. Here, we have to give the cell reference where the filtered result should be printed.
4. Press OK

How to remove the filter:

Select **DATA>FILTER>SHOW ALL**

Please create the following table and try the example to get a clear idea about the Advance filter and feel the difference

	A	B	C	D	E
1	Date	Customer	Product	Total	
2	1/1/2007	MegaMart	Cookies	278.07	
3	1/3/2007	MiniMart	Bread	789.00	
4	1/3/2007	SuperMart	Produce	1,365.35	
5	1/3/2007	FoodMart	Produce	240.17	
6	1/4/2007	MegaMart	Cookies	1,348.49	
7	1/11/2007	FoodMart	Produce	2,023.35	
8	1/11/2007	MegaMart	Produce	292.81	
9	1/18/2007	MiniMart	Produce	1,802.92	
10	1/20/2007	MegaMart	Cookies	1,668.42	
11	1/20/2007	MegaMart	Milk	566.00	
12	1/21/2007	MegaMart	Bread	422.00	
13	1/21/2007	FoodMart	Produce	1,335.74	
14	1/25/2007	MegaMart	Cookies	176.41	
15	1/25/2007	MiniMart	Milk	870.48	
16	1/26/2007	MiniMart	Milk	1,682.37	
17	1/26/2007	MiniMart	Produce	1,704.22	
18	2/3/2007	SuperMart	Cookies	460.00	
19	2/3/2007	MiniMart	Milk	1,607.04	
20	2/4/2007	MiniMart	Milk	1,205.28	
21	2/7/2007	MiniMart	Cookies	2,191.67	
22	2/8/2007	MiniMart	Milk	454.77	
23	2/17/2007	MegaMart	Bread	1,800.00	
24	2/17/2007	MiniMart	Milk	2,206.89	
25	2/22/2007	MegaMart	Bread	122.15	
26	2/23/2007	MiniMart	Cookies	2,374.06	
27	2/23/2007	MegaMart	Milk	1,347.57	
28	2/28/2007	MegaMart	Cookies	615.94	

Example 1:

	O	P
1	Customer	Product
2	MegaMart	Cookies
3	MiniMart	Milk

Example 2:

	O	P
1	Customer	Total
2	MegaMart	>500
3	MiniMart	<1000

Example 3:

	O	P	Q
1	Customer	Product	Total
2	MegaMart	Cookies	>500
3	MiniMart	Milk	<1000

Example 4:

	O	P	Q	R
1	Date	Customer	Product	Total
2	<1/10/2007	MegaMart	Cookies	>500
3	<1/10/2007	MiniMart	Milk	<1000