

## ⑨ Filtering

Auto filter

Advanced filter

\* Auto filter: Click on any cell within the table you want to filter → Data tab → Filter icon → these steps will show you dropped down arrows next to the field labels

- To display certain contents of a column:-

click on the dropped down arrow → select the data you want  
or click on (Date filter / text filter / Number filters...)  
and choose the condition that suits your Data → OK.

\* with = AND

\* You are asked to display data between — AND — → then  
Data is in the same column

~~\* Advanced filter~~

\* to remove the filter & return to the original → click the drop down arrow of the range containing the filter → Clear Filter from Column heading

\* to check the number of obtained records, select <sup>any</sup> the column without its title, the number of records is shown in the status Bar

## \* Advanced Filter

Note: To use the advanced filter, create a Criteria range above your data ~~set~~ or anywhere in the worksheet. Use the same Column Headers

### ↳ [1] AND Criteria:-

1. Enter the Criteria you want (eg:- patients whose age less than 60 AND have Self Pay Insurance) <sup>under</sup> their specific columns' Headers. (Columns <sup>headers</sup> you copied away from the data set).
2. Click any single cell inside the data set.
3. Data tab → Sort & filter group → Advanced
4. Choose your Criteria range in the criteria range box, which will include ~~the~~ the labels for the criteria (columns' headers) as well as the rows that contain the values that we're using for our criteria. (List range is detected automatically by excel)



5. You can either Filter the list, in place or to copy the Filtered list to another location → (Click on copy box, → ~~also~~ select a cell in the worksheet or type its address in the box), then click OK.

\* AND criteria is written on the same row, while OR Criteria values are separated and written on different rows.

\* OR Criteria (e.g.:- Female patients or self pay Insurance) has the same steps of AND criteria'.