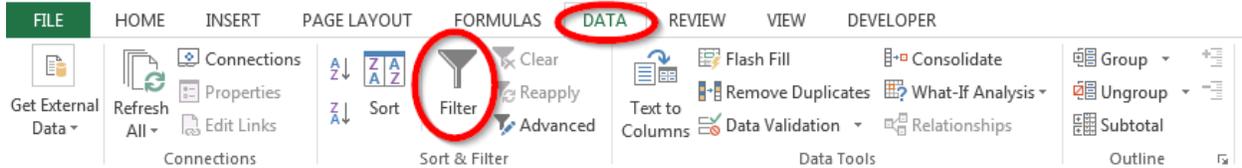
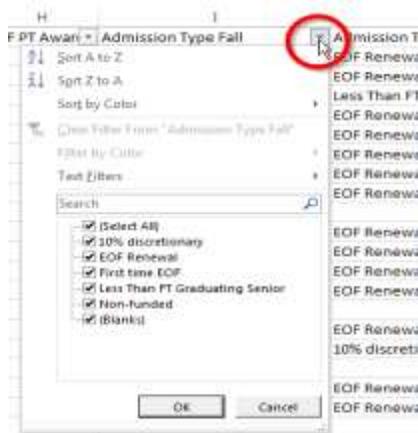


Using the Excel Auto Filter – Basics

To filter your data, you should first ensure that you are operating within the “DATA” tab within your Excel-based document. Once you have clicked on this tab, you can click on any numbered row in Excel (generally this will be used in the first row) and click the filter button to create filters by the headings in that row.

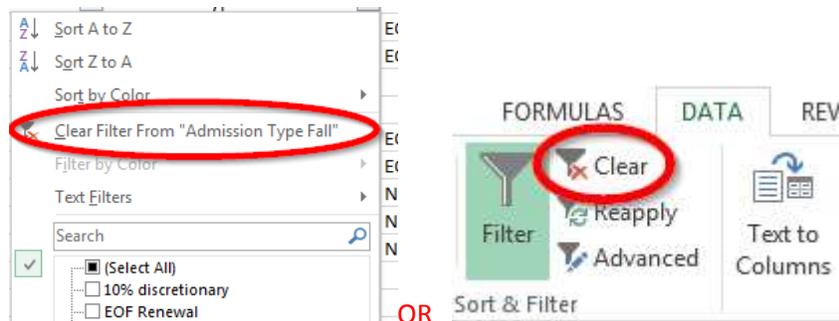


Once the filter is in place, you can click the down arrow in any header item to limit what rows are visible, based on the data in the column.



If you just want to remove certain results, such as Blanks, you can unselect the check in front of them and then click save. If you want to look at only one or a few results, such as renewals, unselect the check in front of (Select All) first, which will remove all the checks, then select the ones you want.

To view all the results again you can either toggle the (Select All) box until it shows a check, click “Clear Filter From “X” in the filter selection, or click “Clear” in the Filter portion of the “Data” tab.



IMPORTANT: These filters will “stack”, so if you filter by one column and then filter by a second without clearing, you will only see rows that meet both filter conditions. This is helpful in certain situations (like finding the total paid student count), but will lead to erroneous data if you inadvertently leave multiple columns filtered.