

Excel 2019 (Part 19): Filtering Data

Filters can be used to narrow down the data in a spreadsheet, allowing you to view only the information you need.

In Excel , if your worksheet contains a lot of content, it can be difficult to find information quickly. Filters can be used to narrow down the data in the worksheet, allowing you to view only the information you need.

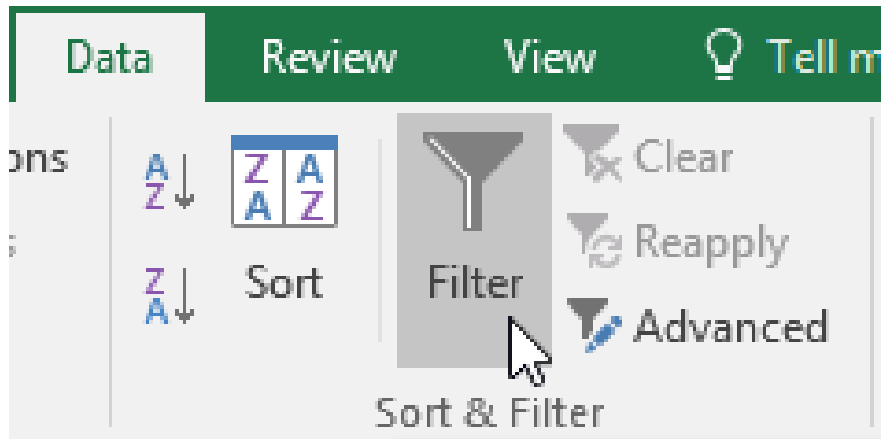
How to filter data

For example, we'll apply a filter to the device log spreadsheet to show only available laptops and projectors.

1. For filtering to work correctly, your spreadsheet must include a header row, which is used to identify the name of each column. In this example, the spreadsheet is organized into different columns identified by the header cells in row 1: **ID#**, **Type**, **Equipment Detail** , etc.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-15	15-May-15	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-15	06-Aug-15	Sela Shepard
4	1021	Laptop	15" EDI SmartPad L200-3 Laptop	15-Sep-15	01-Oct-15	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	16-Aug-15	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15	Jennifer Weiss
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15		Min Seung
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-15	26-Sep-15	George D'Agosta

2. Select the **Data** tab , then click the **Filter** command.



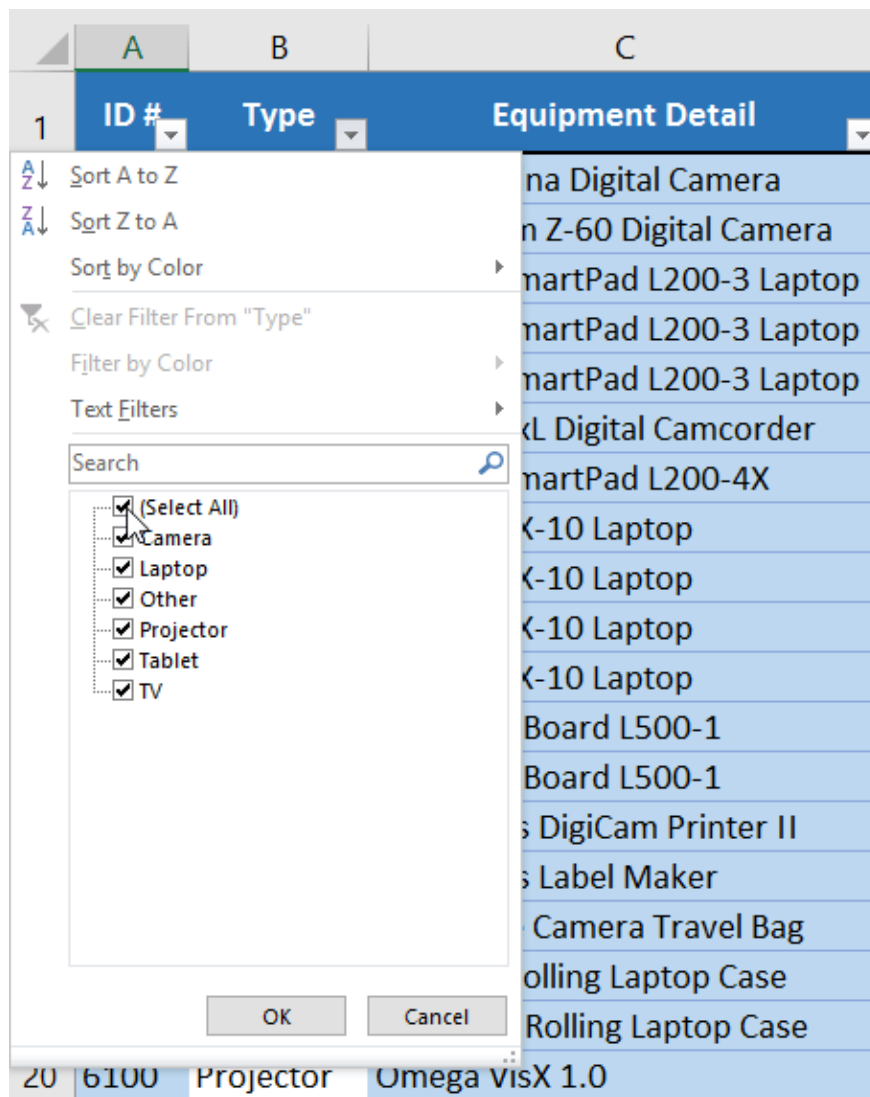
3. A drop-down arrow will appear in the header cell for each column.

4. Click the drop-down arrow for the column you want to filter. For example, this will filter column B to view only certain types of devices.

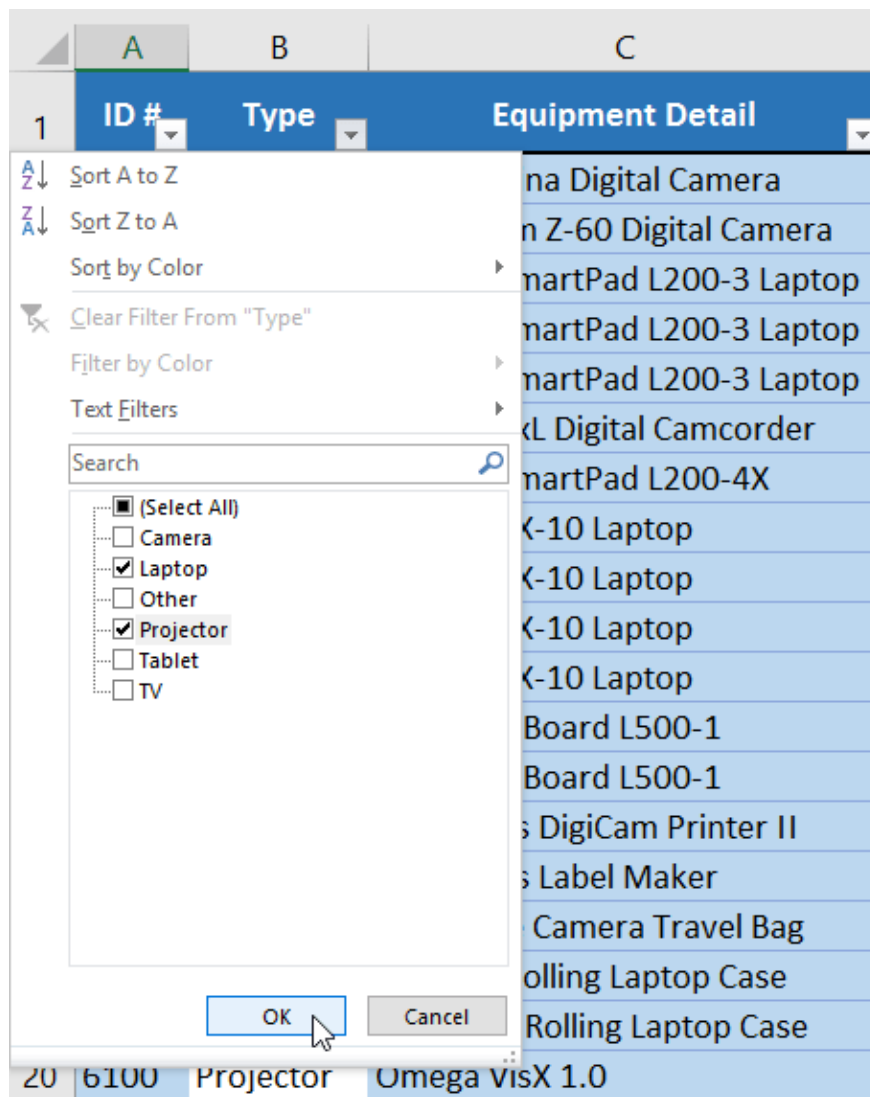
	A	B	C
1	ID #	Type	Equipment Detail
2	3000	Camera	Canon Lumina Digital Camera
3	3005	Camera	Canon PowerShot Z-60 Digital Camera
4	1021	Laptop	15" EDI SmartPad L200-3
5	1022	Laptop	15" EDI SmartPad L200-3
6	1023	Laptop	15" EDI SmartPad L200-3

5. The **Filter** menu will appear.

6. Uncheck the box next to **Select All** to quickly deselect all data.



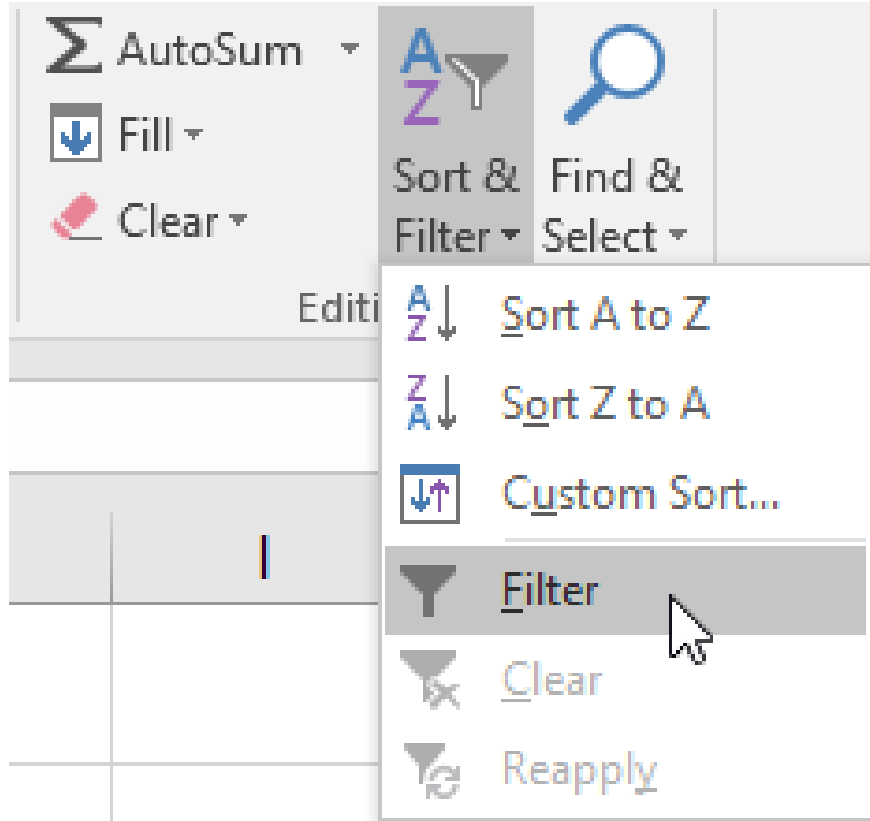
7. Select the box next to the data you want to filter, then click **OK**. This example will select **Laptop** and **Projector** to view only these types of devices.



8. The data will be filtered, temporarily hiding any content that doesn't meet the criteria. In this example, only laptops and projectors are displayed.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
4	1021	Laptop	15" EDI SmartPad L200-3 Laptop	15-Sep-15	01-Oct-15	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	16-Aug-15	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-15	26-Sep-15	George D'Agosta
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15	Jay Peralta
20	6100	Projector	Omega VisX 1.0	28-Sep-15	01-Oct-15	Win Armitage
21	6101	Projector	Omega VisX 1.0	26-Sep-15	27-Sep-15	Michael Earley
22	6102	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15	Jamila Kyle
23	6200	Projector	Saris Lux T-80	01-Sep-15	04-Sep-15	Jolie Chaturvedi
24	6301	Projector	Saris Lux T-81 Lite	10-Sep-15		Marques Herndon
25	6302	Projector	Saris Lux T-81 Lite	08-Sep-15	15-Sep-15	Dean Sorenson
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Filtering options can also be accessed from the **Sort & Filter** command on the **Home** tab.



How to apply multiple filters

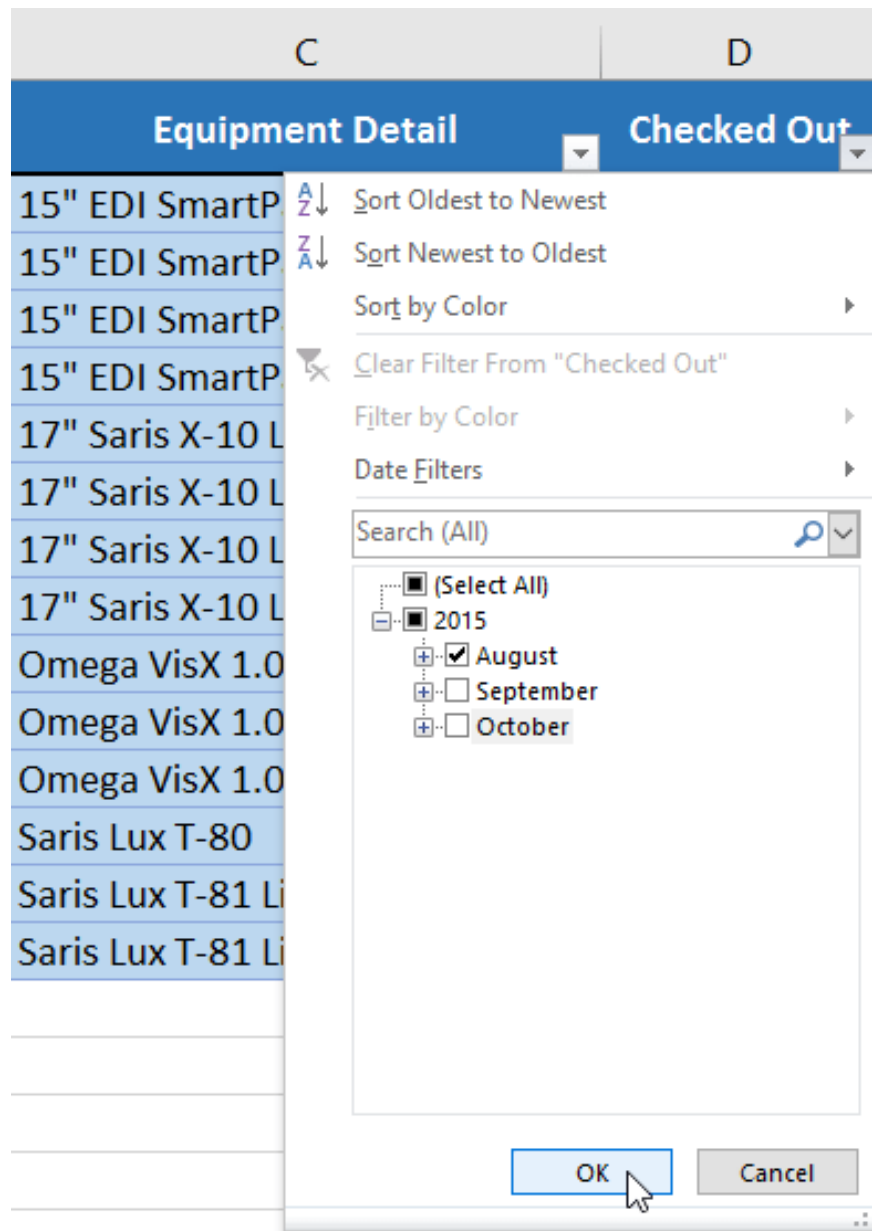
You can apply multiple filters to help narrow your results. This example has filtered the spreadsheet to show only laptops and projectors. However, the author wanted to narrow it down further to show only the laptops and projectors that were checked in August.

1. Click the drop-down arrow for the column you want to filter. This example will add a filter to column D to view information by date.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
4	1021	Laptop	15" EDI SmartPad L200-3 Laptop	15-Sep-15	01-Oct-15	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	15	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-15	26-Sep-15	George D'Agosta
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15	Jay Peralta
20	6100	Projector	Omega VisX 1.0	28-Sep-15	01-Oct-15	Win Armitage
21	6101	Projector	Omega VisX 1.0	26-Sep-15	27-Sep-15	Michael Earley
22	6102	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15	Jamila Kyle
23	6200	Projector	Saris Lux T-80	01-Sep-15	04-Sep-15	Jolie Chaturvedi
24	6301	Projector	Saris Lux T-81 Lite	10-Sep-15		Marques Herndon
25	6302	Projector	Saris Lux T-81 Lite	08-Sep-15	15-Sep-15	Dean Sorenson
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2. The **Filter** menu will appear.

3. Select or deselect the boxes depending on the data you want to filter, then click **OK**. The example will deselect everything except **August**.



4. A new filter will be applied. In the example, the spreadsheet is now filtered to show only the laptops and projectors that were checked in August.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	16-Aug-15	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15	Jennifer Weiss
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15	Jay Peralta
22	6102	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15	Jamila Kyle
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How to remove a filter

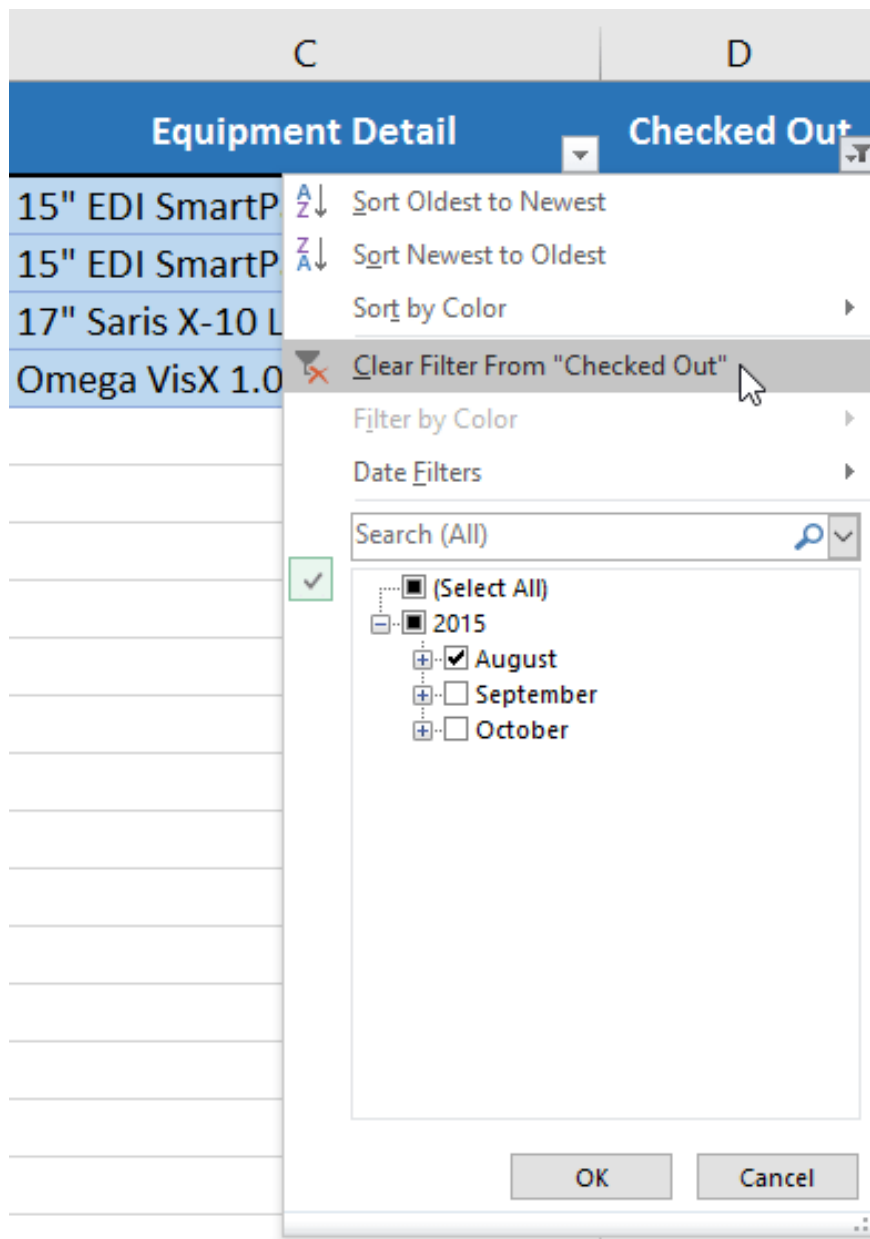
After applying a filter, you may want to remove it from the spreadsheet so you can filter the content in different ways.

1. Click the drop-down arrow for the filter you want to remove. For example, this will remove the filter in column D.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	16-Aug-15	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15	Jennifer Weiss
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15	Jay Peralta
22	6102	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15	Jamila Kyle
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2. The **Filter** menu will appear.

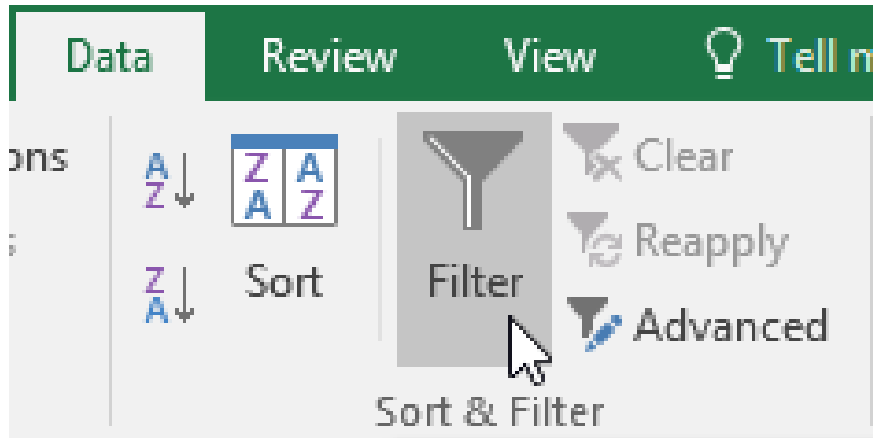
3. Select **Filter From [COLUMN NAME]** from the **Filter** menu. For example, select **Clear Filter From "Checked Out"**.



4. The filter will be removed from the column. The previously hidden data will be displayed.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
4	1021	Laptop	15" EDI SmartPad L200-3 Laptop	15-Sep-15	01-Oct-15	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	15	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-15	26-Sep-15	George D'Agosta
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15	Jay Peralta
20	6100	Projector	Omega VisX 1.0	28-Sep-15	01-Oct-15	Win Armitage
21	6101	Projector	Omega VisX 1.0	26-Sep-15	27-Sep-15	Michael Earley
22	6102	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15	Jamila Kyle
23	6200	Projector	Saris Lux T-80	01-Sep-15	04-Sep-15	Jolie Chaturvedi
24	6301	Projector	Saris Lux T-81 Lite	10-Sep-15		Marques Herndon
25	6302	Projector	Saris Lux T-81 Lite	08-Sep-15	15-Sep-15	Dean Sorenson
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To remove all filters from the spreadsheet, click the **Filter** command on the **Data** tab.



Advanced filtering features

If you need a filter for something specific, basic filtering might not give you enough options. Fortunately, Excel includes several advanced filtering tools, including search, text, date, and number filters, which can narrow down results to help you find exactly what you need.

How to filter by search

Excel allows you to search for data containing a specific phrase, number, date, etc. For example, this feature would be used to display only Saris brand products in the device log.

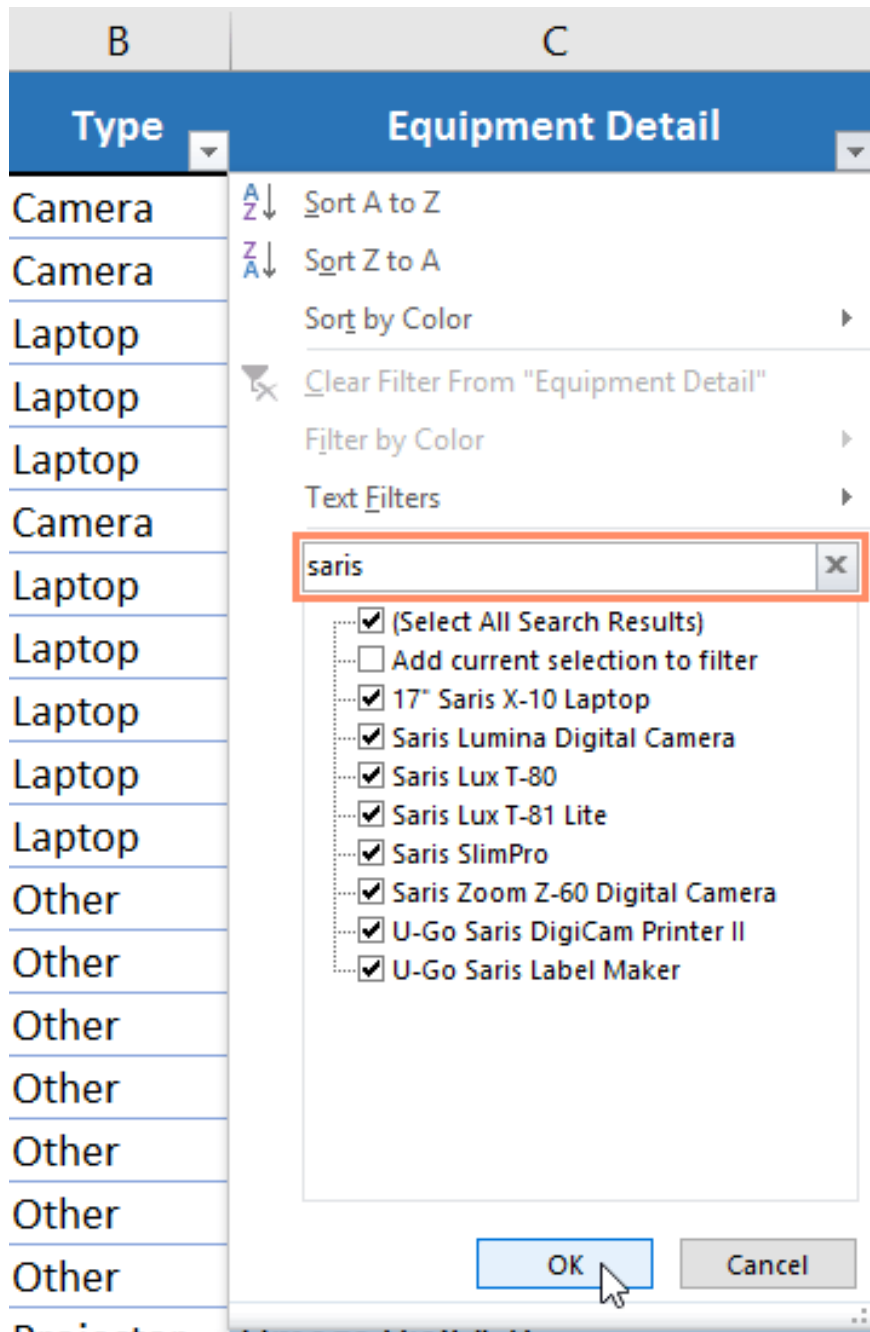
1. Select the **Data** tab, then click the **Filter** command. A drop-down arrow will appear in the header cell for each column.

Note : If you have already added filters to your spreadsheet, you can skip this step.

2. Click the drop-down arrow for the column you want to filter. For example, this will filter column C.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	15-May-15	15-May-15	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	06-Aug-15	06-Aug-15	Sela Shepard
4	1021	Laptop	15" EDI SmartPad L200-3 Laptop	15-Sep-15	01-Oct-15	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	16-Aug-15	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15	Jennifer Weiss
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15		Min Seung
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15		Stanley Geyer

3. The **Filter** menu will appear. Enter your search term into the search box. The search results will automatically appear below the **Text Filters** field as you type. For example, you would type "saris" to find all Saris brand appliances. When you're finished, click **OK**.



4. The spreadsheet will be filtered by the search term. In this example, the spreadsheet is currently filtered to show only Saris brand devices.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-15	15-May-15	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-15	06-Aug-15	Sela Shepard
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-15	26-Sep-15	George D'Agosta
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15	Jay Peralta
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-15	05-Aug-15	Hank Sorenson
16	3900	Other	U-Go Saris Label Maker	13-Jun-15	20-Jun-15	Clint Gosse
23	6200	Projector	Saris Lux T-80	01-Sep-15	04-Sep-15	Jolie Chaturvedi
24	6301	Projector	Saris Lux T-81 Lite	10-Sep-15		Marques Herndon
25	6302	Projector	Saris Lux T-81 Lite	08-Sep-15	15-Sep-15	Dean Sorenson
26	1011	Tablet	Saris SlimPro	04-Oct-15		Jay Peralta
27	1012	Tablet	Saris SlimPro	29-Sep-15		August Zorn
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How to use advanced text filters

Advanced text filters can be used to display more specific information, such as cells containing certain characters or data, or to exclude a specific word or number. For example, you might want to exclude any items containing the word "laptop".

1. Select the **Data** tab , then click the **Filter command**. A drop-down arrow will appear in the header cell for each column.

Note : If you have already added filters to the spreadsheet, you can skip this step.

2. Click the drop-down arrow for the column you want to filter. For example, this will filter column C.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-15	15-May-15	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-15	06-Aug-15	Sela Shepard
4	1021	Laptop	15" EDI SmartPad L200-3 Laptop	15-Sep-15	01-Oct-15	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	16-Aug-15	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15	Jennifer Weiss
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15		Min Seung
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15		Stanley Geyer

3. The **Filter** menu will appear. Hover over **Text Filters** , then select the desired text filter from the drop-down menu. For example, select **Does Not Contain**. to view data that does not contain specific text.

Type	Equipment Detail	Checked Out	Checked In
Camera		12-May-15	15-May-15
Camera		27-Jul-15	06-Aug-15
Laptop		04-Oct-15	
Laptop		19-Sep-15	
Laptop		24-Sep-15	26-Sep-15
Laptop			Aug-15
Other			Aug-15
Other			Jun-15
Projector			Sep-15
Projector			Sep-15
Tablet		04-Oct-15	
Tablet		29-Sep-15	

4. The Custom AutoFilter dialog box will appear. Enter the desired text to the right of the filter, then click **OK**. For example, we would enter "laptop" to exclude any items containing this word.

Custom AutoFilter ? X

Show rows where:

Equipment Detail

does not contain laptop

And Or

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

OK Cancel

5. The data will be filtered by the selected text filter. In this example, the spreadsheet now displays items that do not contain the word "laptop".

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-15	15-May-15	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-15	06-Aug-15	Sela Shepard
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15		Min Seung
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15	Min Seung
13	2050	Other	EDI SmartBoard L500-1	05-Oct-15	06-Oct-15	Anthony Liddell
14	2051	Other	EDI SmartBoard L500-1	01-Oct-15	05-Oct-15	Sofie Ragnar
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-15	05-Aug-15	Hank Sorenson
16	3900	Other	U-Go Saris Label Maker	13-Jun-15	20-Jun-15	Clint Gosse
17	4800	Other	7N Deluxe Camera Travel Bag	27-Jul-15	06-Aug-15	Sela Shepard
20	6100	Projector	Omega VisX 1.0	28-Sep-15	01-Oct-15	Win Armitage
21	6101	Projector	Omega VisX 1.0	26-Sep-15	27-Sep-15	Michael Earley
22	6102	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15	Jamila Kyle

How to use advanced digital filters

Advanced number filters allow you to manipulate numbered data in various ways. For example, they might only display certain types of devices based on their ID number range.

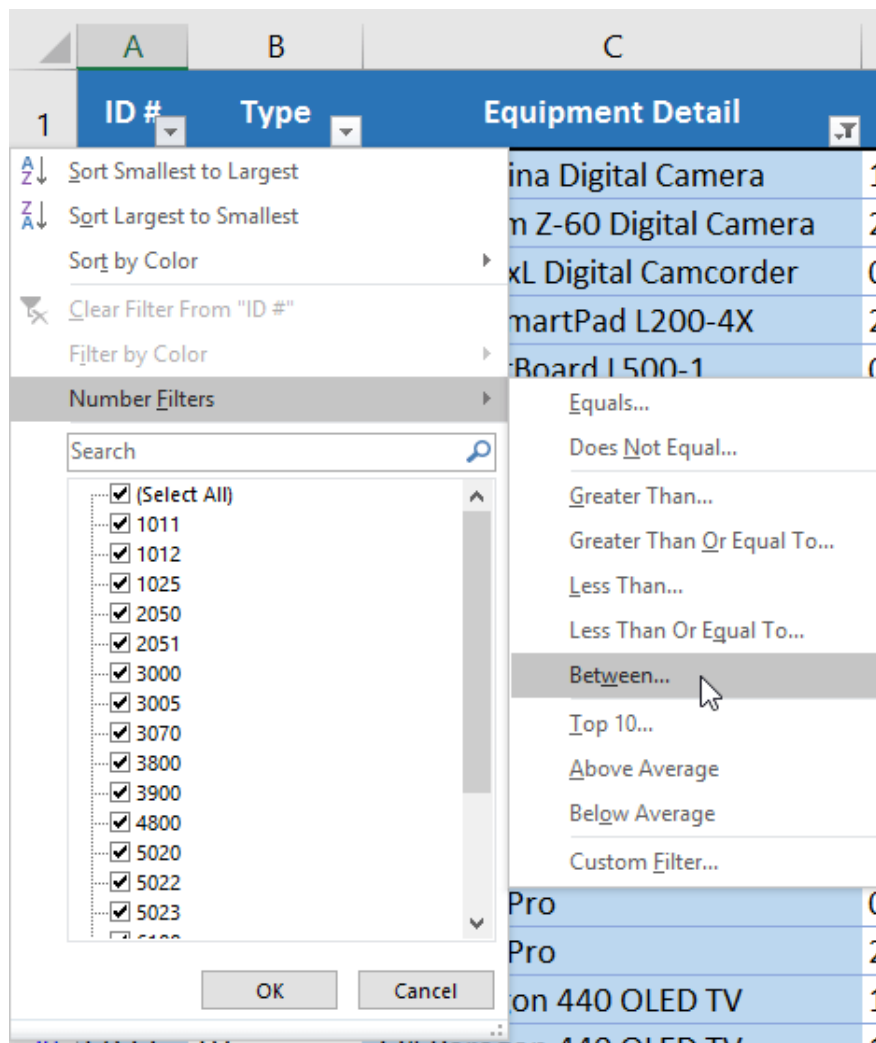
1. Select the **Data** tab on the Ribbon, then click the **Filter** command. A drop-down arrow will appear in the header box for each column.

Note : If you have already added filters to the spreadsheet, you can skip this step.

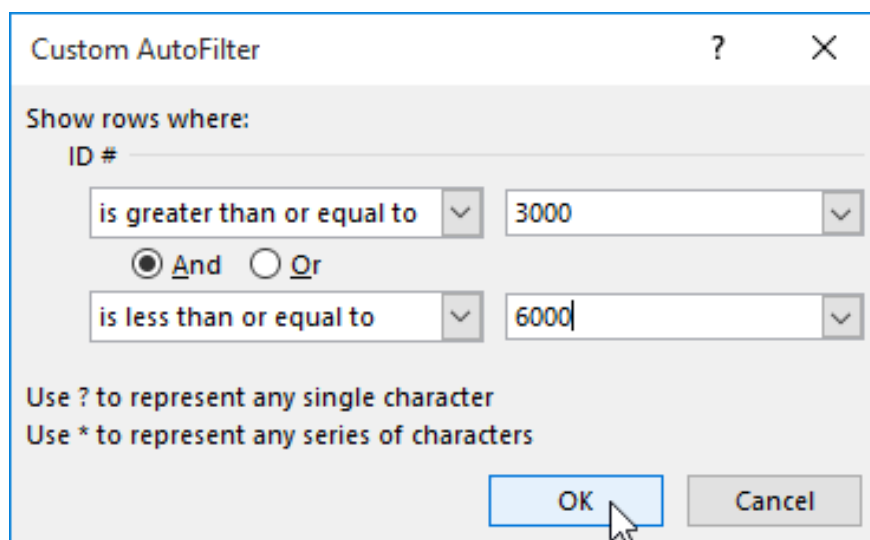
2. Click the drop-down arrow for the column you want to filter. For example, this will filter column A to view only certain IDs.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-15	15-May-15	Shannon Nguyen
3	3005	(Showing All)	Saris Zoom Z-60 Digital Camera	27-Jul-15	06-Aug-15	Sela Shepard
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15		Min Seung
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15	Min Seung
13	2050	Other	EDI SmartBoard L500-1	05-Oct-15	06-Oct-15	Anthony Liddell
14	2051	Other	EDI SmartBoard L500-1	01-Oct-15	05-Oct-15	Sofie Ragnar
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-15	05-Aug-15	Hank Sorenson
16	3900	Other	U-Go Saris Label Maker	13-Jun-15	20-Jun-15	Clint Gosse
17	4800	Other	7N Deluxe Camera Travel Bag	27-Jul-15	06-Aug-15	Sela Shepard
20	6100	Projector	Omega VisX 1.0	28-Sep-15	01-Oct-15	Win Armitage
21	6101	Projector	Omega VisX 1.0	26-Sep-15	27-Sep-15	Michael Earley

3. The **Filter** menu will appear. Hover over **Number Filters**, then select the desired number filter from the drop-down menu. For example, select **Between** to view ID numbers within a specific range of numbers.



4. The **Custom AutoFilter** dialog box will appear. Enter the desired number(s) to the right of each filter, then click **OK**. For example, if you want to filter ID numbers greater than or equal to 3000 but less than or equal to 6000, it will display ID numbers within the range of 3000-6000.



5. The data will be filtered by the selected numerical filter. In this example, only items with ID numbers from 3000 to 6000 will be displayed.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-15	15-May-15	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-15	06-Aug-15	Sela Shepard
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15		Min Seung
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-15	05-Aug-15	Hank Sorenson
16	3900	Other	U-Go Saris Label Maker	13-Jun-15	20-Jun-15	Clint Gosse
17	4800	Other	7N Deluxe Camera Travel Bag	27-Jul-15	06-Aug-15	Sela Shepard
28	5020	TV	32" Paragon 440 OLED TV	11-Aug-15	13-Aug-15	Marta Lao
29	5022	TV	32" Paragon 440 OLED TV	17-Jul-15	17-Jul-15	Carl Langer
30	5023	TV	50" Paragon 490L LED TV	01-Oct-15	01-Oct-15	Margaret Lisbon
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How to use the advanced date filter

Advanced date filters can be used to view information from a specific time period, such as last year, the next quarter, or between two dates. This example would use an advanced date filter to view only devices that were tested between July 15th and August 15th.

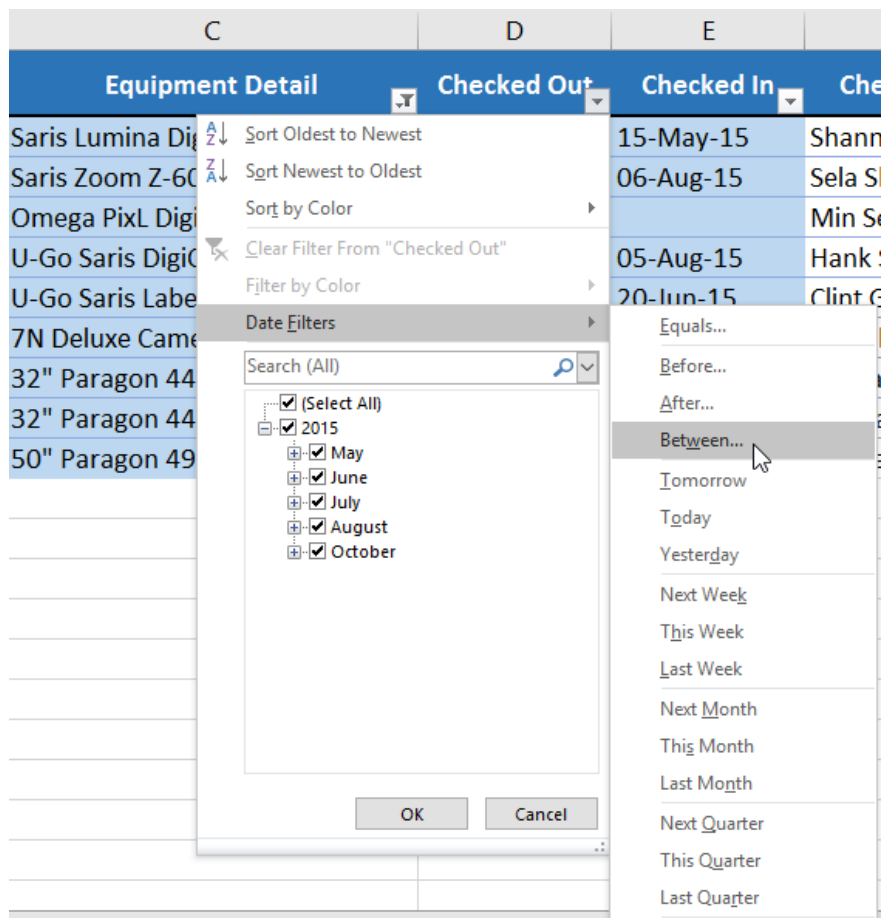
1. Select the **Data** tab , then click the **Filter command**. A drop-down arrow will appear in the header cell for each column.

Note : If you have already added filters to the spreadsheet, you can skip this step.

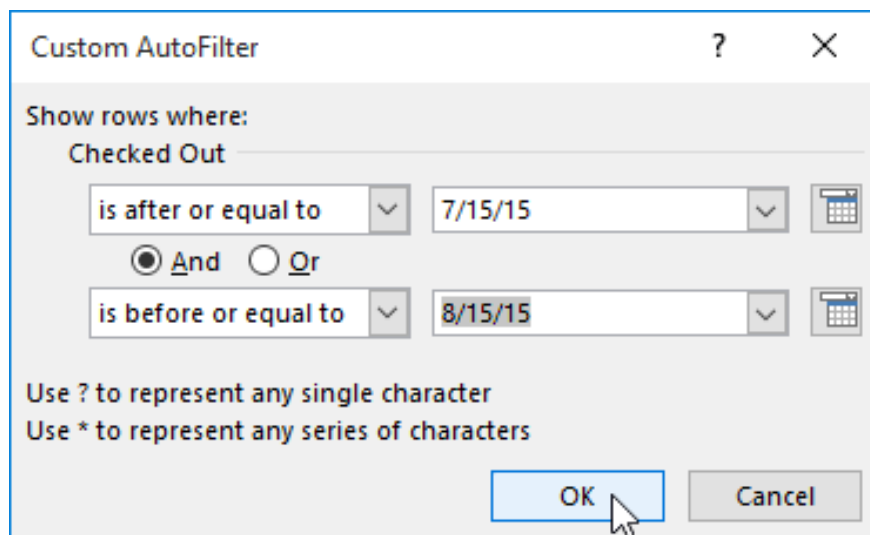
2. Click the drop-down arrow for the column you want to filter. For example, this will filter column D to view only a specific date range.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-15	15-May-15	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-15	06-Aug-15	Sela Shepard
7	3070	Camera	Omega PixL Digital Camcorder	06-Oct-15		Min Seung
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-15	05-Aug-15	Hank Sorenson
16	3900	Other	U-Go Saris Label Maker	13-Jun-15	20-Jun-15	Clint Gosse
17	4800	Other	7N Deluxe Camera Travel Bag	27-Jul-15	06-Aug-15	Sela Shepard
28	5020	TV	32" Paragon 440 OLED TV	11-Aug-15	13-Aug-15	Marta Lao
29	5022	TV	32" Paragon 440 OLED TV	17-Jul-15	17-Jul-15	Carl Langer
30	5023	TV	50" Paragon 490L LED TV	01-Oct-15	01-Oct-15	Margaret Lisbon
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3. The **Filter** menu will appear. Hover over **Date Filters** , then select the desired date filter from the drop-down menu. For example, select **Between**. to see the device has been checked from July 15th to August 15th.



4. The **Custom AutoFilter** dialog box will appear. Enter the desired date(s) to the right of each filter, then click **OK**. For example, if you want to filter the dates after or exactly on July 15, 2015 and before or exactly on August 15, 2015, a range between these dates will be displayed.



5. The spreadsheet will be filtered by the selected date filter. Now you can see which items were checked in between July 15th and August 15th.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-15	06-Aug-15	Sela Shepard
15	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-15	05-Aug-15	Hank Sorenson
17	4800	Other	7N Deluxe Camera Travel Bag	27-Jul-15	06-Aug-15	Sela Shepard
28	5020	TV	32" Paragon 440 OLED TV	11-Aug-15	13-Aug-15	Marta Lao
29	5022	TV	32" Paragon 440 OLED TV	17-Jul-15	17-Jul-15	Carl Langer
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