

How to create a filter in an Excel cell

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Cách tạo filter trong 1 ô Excel



Today, Dexterity Software will guide readers in the most detailed way how to create filters in an Excel cell.

Consider the specific example as follows, need to create a list of products including: Men's shirts, Women's shirts, Women's dresses so the importer selects a product item from the list you have created.

STT	Tên cửa hàng	Quý	Sản phẩm	Số lượng	Đơn giá	Thành tiền
1	Chi nhánh Hà Nội	1/2018	Đầm nữ			
2	Chi nhánh Hải Dương	1/2018	Áo sơ mi nam			
3	Chi nhánh Hồ Chí Minh	1/2018	Áo sơ mi nam			
4	Chi nhánh Hải Dương	3/2018	Đầm nữ			
5	Chi nhánh Hà Nội	2/2018	Áo sơ mi nữ			
6	Chi nhánh Đà Nẵng	1/2018				
7	Chi nhánh Huế	1/2018				
8	Chi nhánh Hồ Chí Minh	2/2018				
9	Chi nhánh Hải Dương	4/2018				
10	Chi nhánh Hồ Chí Minh	3/2018				

The way to do this is as follows:

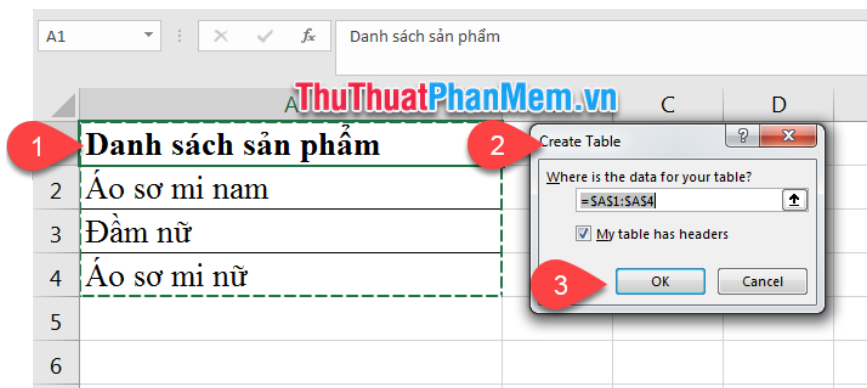
Step 1: Create a product listing on a separate worksheet.

Create a new sheet, enter the product entries you want included in your drop-down list.

	A	B
1	Danh sách sản phẩm	
2	Áo sơ mi nam	
3	Đầm nữ	
4	Áo sơ mi nữ	
5		
6		
7		
8		
9		
10		
11		
12		
13		

Step 2: Convert the product list to a table (**Table**) in Excel.

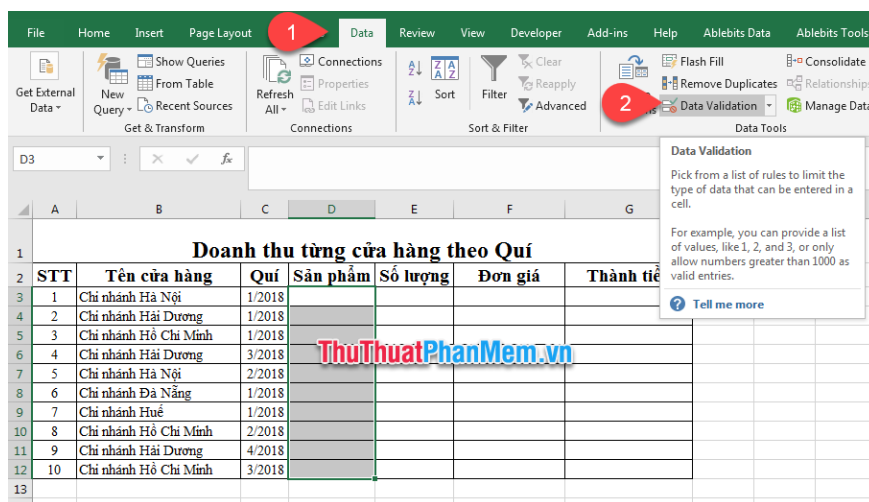
1. Select any cell in the data area containing the product list. Press the key combination **Ctrl + T** .
2. **Create Table** window appears, if your data contains headlines, click **My table has headers** , if not, then uncheck.
3. Click the **OK** button to set the **Table** table .



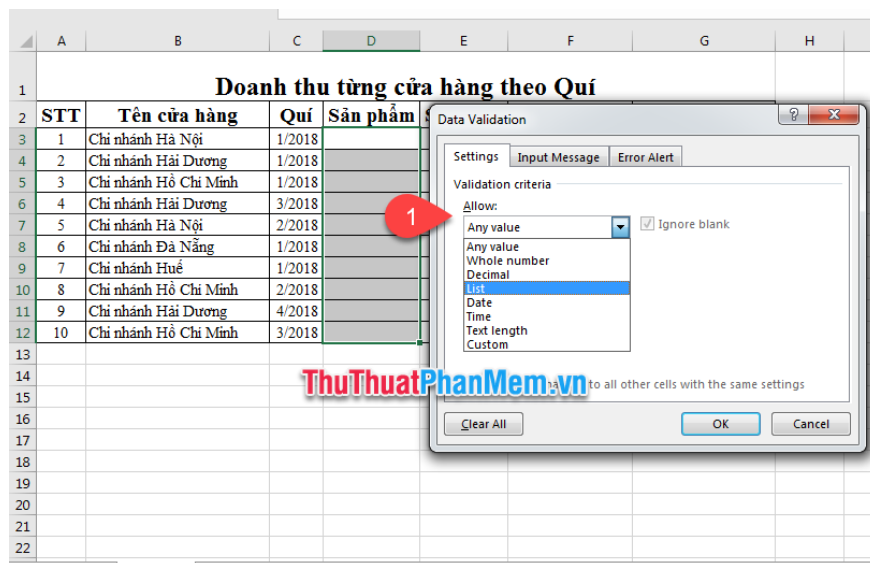
Step 3: Return to the working worksheet. Select the cells in the worksheet you want to place the drop-down list.

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1	Chi nhánh Hà Nội	1/2018				
2	Chi nhánh Hải Dương	1/2018				
3	Chi nhánh Hồ Chí Minh	1/2018				
4	Chi nhánh Hải Dương	3/2018				
5	Chi nhánh Hà Nội					
6	Chi nhánh Đà Nẵng	1/2018				
7	Chi nhánh Huế	1/2018				
8	Chi nhánh Hồ Chí Minh	2/2018				
9	Chi nhánh Hải Dương	4/2018				
10	Chi nhánh Hồ Chí Minh	3/2018				

Step 4: On the **Data** tab (1) => Click on the **Data Validation** icon (2) .

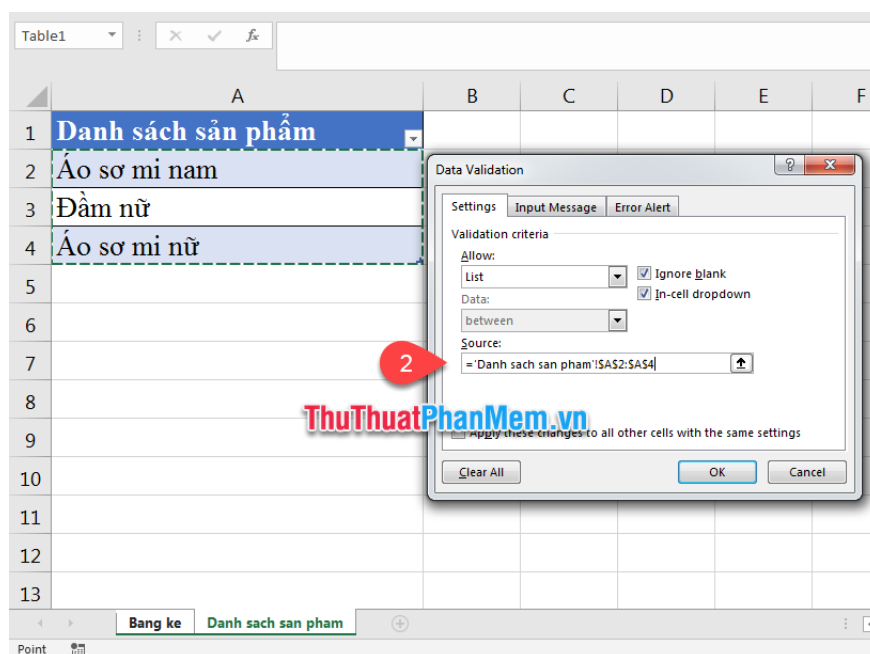


Step 5: **Data Validation** window appears. On the **Settings** tab , **Allow** (1), click **List** .



The **Source (2)** section selects the range of item ranges your product created in **Step 1** .

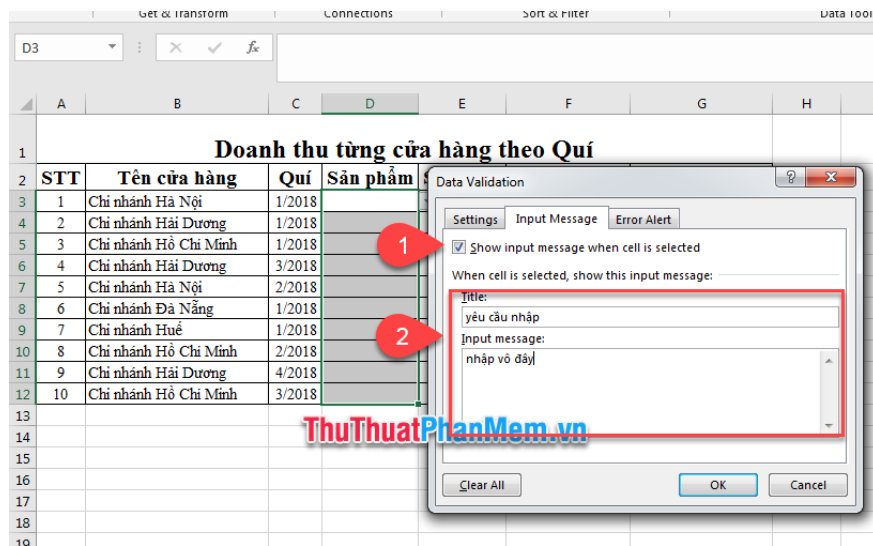
Note that you omit the subject line because otherwise, the subject line will form another option.



1. If you want the user to leave the box blank, select **Ignore blank** , if you force users not to leave the box blank, uncheck the box.
2. Select **In-cell dropdown** (filter box to select options).

Step 6: Switch to the **Inut messenger** tab .

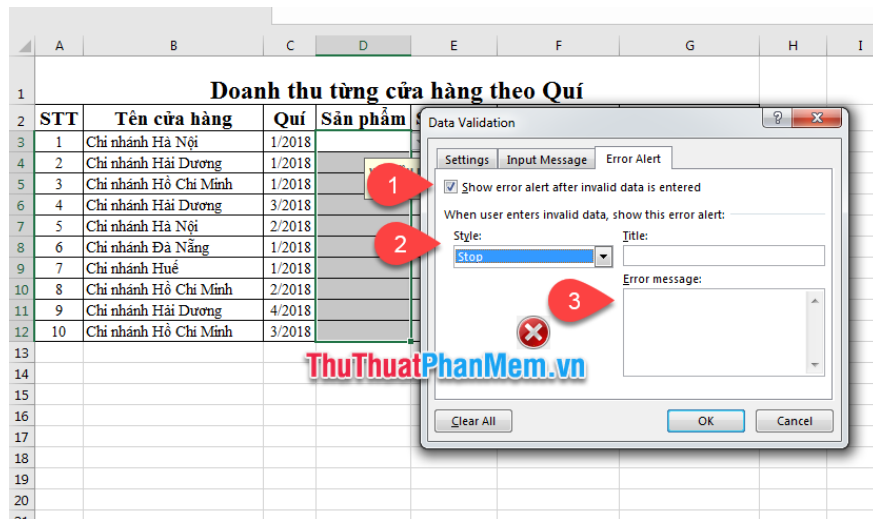
If you want a notification to pop up when the user clicks on that box, select the **Show input messenger when cell is selected (1) check box** , then type the title and content you want to notify **(2)** (maximum 225 characters). If you do not want to be shown, deselect this item.



Step 7: The **Error Alert** tab is used to set up an error warning if the person who entered the product item is not in the list you created at the beginning.

If you want Excel software to report errors, select the **Show error alert after invalid data is entered** (1) **checkbox** .

Select the symbols that appear in the case of errors in **Style** (2) and enter the title and message content (3) if necessary.



Step 8: Click the **OK** button to start running **Data Validation** . The result is:

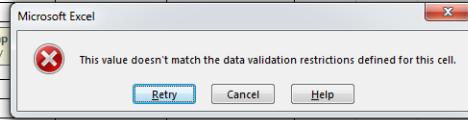
Doanh thu từng cửa hàng theo Quý						
STT	Tên cửa hàng	Quý	Sản phẩm	Số lượng	Đơn giá	Thành tiền
1	Chi nhánh Hà Nội	1/2018				
2	Chi nhánh Hải Dương	1/2018				
3	Chi nhánh Hồ Chí Minh	1/2018				
4	Chi nhánh Hải Dương	3/2018				
5	Chi nhánh Hà Nội	2/2018				
6	Chi nhánh Đà Nẵng	1/2018				
7	Chi nhánh Huế					
8	Chi nhánh Hồ Chí Minh	2/2018				
9	Chi nhánh Hải Dương	4/2018				
10	Chi nhánh Hồ Chí Minh	3/2018				

When you click on a cell where you have **Validation** installed , the selection arrow box will appear to the right of the cell, click the arrow and select items from the previously created list.

Doanh thu từng cửa hàng theo Quý						
STT	Tên cửa hàng	Quý	Sản phẩm	Số lượng	Đơn giá	Thành tiền
1	Chi nhánh Hà Nội	1/2018				
2	Chi nhánh Hải Dương	1/2018	Áo sơ mi nam			
3	Chi nhánh Hồ Chí Minh	1/2018	Đầm nữ			
4	Chi nhánh Hải Dương	3/2018	Áo sơ mi nữ			
5	Chi nhánh Hà Nội	2/2018				
6	Chi nhánh Đà Nẵng	1/2018				
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8	Chi nhánh Hồ Chí Minh	2/2018				
9	Chi nhánh Hải Dương	4/2018				
10	Chi nhánh Hồ Chí Minh	3/2018				

Or you can type the item directly into the cell. If you make a mistake, Excel will display a warning window:

STT	Tên cửa hàng	Quý	Sản	Thu	Thành tiền
1	Chi nhánh Hà Nội	1/2018	Áo sơ mi nam		
2	Chi nhánh Hải Dương	1/2018	Áo sơ mi nữ		
3	Chi nhánh Hồ Chí Minh	1/2018	Quần		
4	Chi nhánh Hải Dương	3/2018			
5	Chi nhánh Hà Nội	2/2018			
6	Chi nhánh Đà Nẵng	1/2018			
7	Chi nhánh Huế	1/2018			
8	Chi nhánh Hồ Chí Minh	2/2018			
9	Chi nhánh Hải Dương	4/2018			
10	Chi nhánh Hồ Chí Minh	3/2018			



In this case you just need to press the **Entry** button and re-enter the correct data.

Above Software Tips guide you how to create drop down lists with tools available in Excel. Good luck!

You finished reading the article "**How to create a filter in an Excel cell**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.