**13. Dig the Data**

**Sort It Out: Filter versus Sort with Excel Part 3**

You just completed an activity using a spreadsheet tool for sorting a database of songs. You **organized the data by categories** (sorted the list by Artist, Title and Genre).

*  Selected all the data
*  **Data menu**
*  **Sort by…**

Another tool that is helpful for organizing data is called filtering. **Filtering data helps you focus in on specific data and hide unimportant data**. Try it out with the following STEPS.

**STEPS**

1. **Data** Menu 
2. Click on **Filter**
3. Select the column you want to filter and click on the **drop-down** that appears at the top of
 the column.



1. To see a list of songs in ONLY two genre choices.
* Select ALL (to uncheck all of them).
* Use the filter drop-down in the Genre column.
* Check only two genre choices on the list (your choice).

 
1. **Result** of selecting Blues and Blues Rock. Notice that ALL the other songs are **Filtered out** of view.


(use undo or Ctrl-Shift-L to remove the filter and see all the songs again)

**Question:** How is this different than doing a Sort?

1. **Filtering by numerical value**. This is even better.
	1. Turn on filters again (remember how? Steps 1-3)
	2. Use the filter drop-down for Column D 
	3. Select **Number Filters** (2)
	Select **Less Than Or Equal To…(3)** The Custom AutoFilter box opens.
	4. Type the number 3 in the box and select OK.

	

Challenge 1: Can you filter by your 3 favorite artists?

Challenge 2: Would you use Sort or Filter to organize your Playlist songs from shortest to longest song?

Challenge 3: Is there a family member that uses spreadsheets where you could teach them how to Sort and then Filter their spreadsheet data?

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| **Congratulations for learning more skills with Spreadsheets!** |