

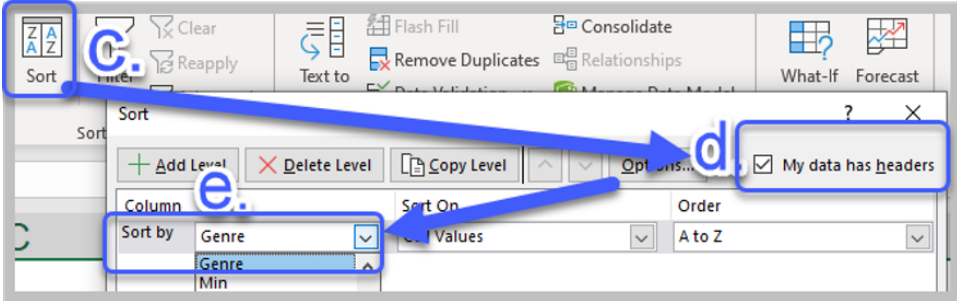


13. Dig the Data

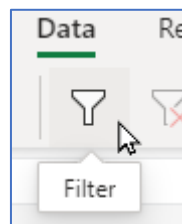
Sort It Out: Filter versus Sort with Excel Part 3

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).

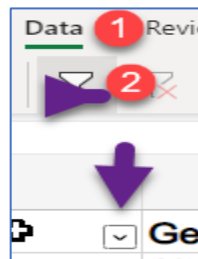
-  Selected all the data
-  Data menu
-  Sort by...

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.

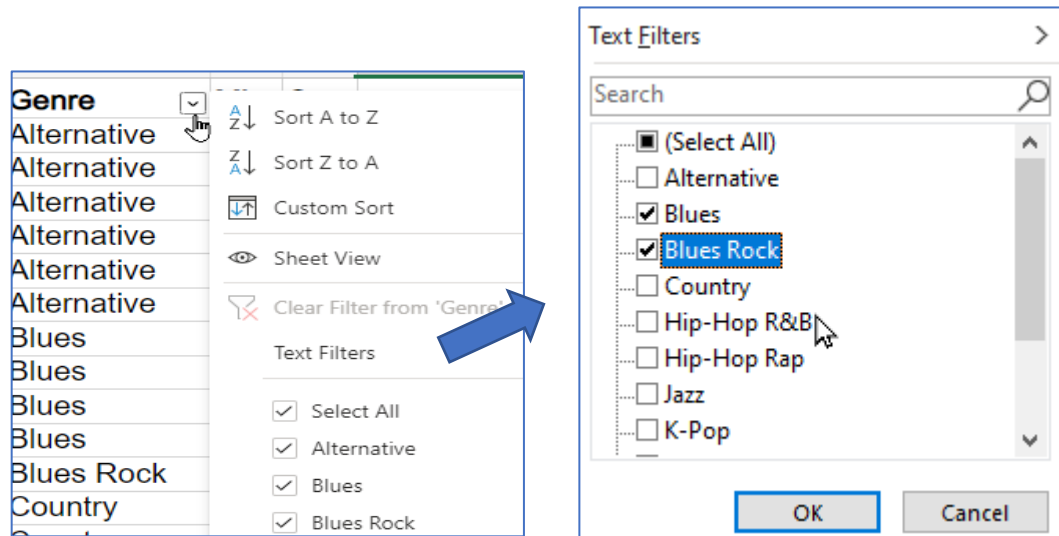
STEPS



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.



4. 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).



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

	A	B	C	D	E
1	Artist	Song Title	Genre	Min	Sec
8	Etta James	At Last	Blues	3	1
9	Robert Finley	Make Me Feel Alright	Blues	3	43
10	Canned Heat	On the Road Again	Blues	4	56
11	B.B. King	The Thrill is Gone	Blues	5	28
12	Canned Heat	Goin' Up Country	Blues Rock	2	51
81					
82					
83					
84					

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

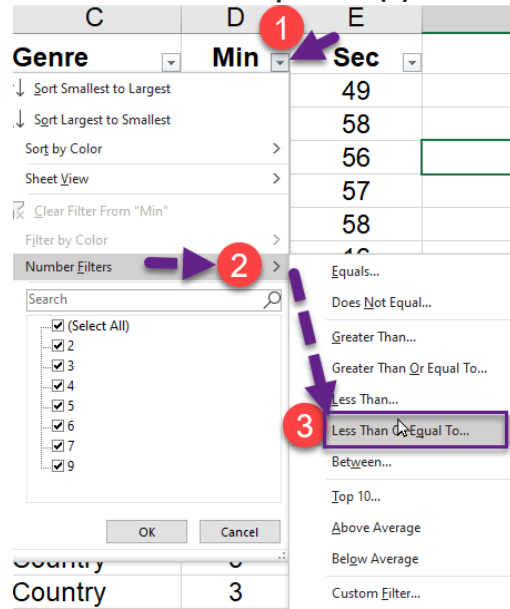
Question: How is this different than doing a Sort?

6. **Filtering by numerical value.** This is even better.
 - a. Turn on filters again (remember how? Steps 1-3)



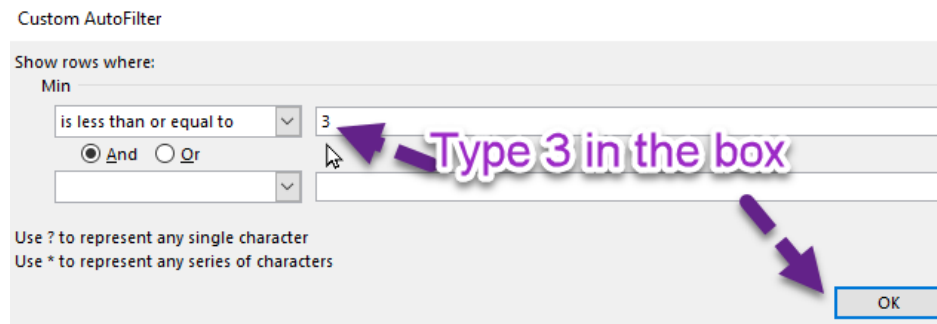
- b. Use the filter drop-down for Column D

- c. Select **Number Filters** (2)
 Select **Less Than Or Equal To...(3)**



The Custom AutoFilter box opens.

- d. 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?

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