



## This Book



Special Edition  
Using Microsoft®  
Excel 97,  
Bestseller Edition

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## Advanced Filtering Using the AutoFilter to Customize Lists

As you learned in **Chapter 14**, you can use the AutoFilter command to select one item from a single field of your database, thus reducing the visible size of the database to records that contain that one item. You can use AutoFilter again to select a single item from that smaller version of your database, reducing your database in size until only the records that meet specific requirements are showing.

→ **See Finding Data Using AutoFilter**

AutoFilter has other qualities that enable you to perform searches on your database, not just for a single item, but for items within a range, or items that meet a set of specific requirements.

To find items in your database that fall within a specific range, follow these steps:

1. With your database displayed on-screen, choose **D**ata, **F**ilter, **A**uto**F**ilter to turn on the AutoFilter feature.
2. Click the AutoFilter arrow at the top of the field you want to search. A drop-down list will appear.
3. Click (Custom...). The Custom AutoFilter dialog box appears.
4. Choose from the following options to specify ways to include or exclude items from the designated field.

### Feature

equals	begins with
does not equal	does not begin with
is greater than	ends with
is greater than or equal to	does not end with
is less than	contains
is less than or equal to	does not contain

5. Identify what you want to apply the above option to (for example, all items whose cost is greater than **20,000**, or all items whose location contains the state abbreviation, **IL**).
6. Choose OK to apply the AutoFilter feature to your database.

### Tip

After using the AutoFilter feature, you can always redisplay the entire database by choosing Data, Filter, AutoFilter, Show All.

To search for items that meet specific requirements, follow these steps:

1. Open your database so it's displayed on-screen. Then follow steps 1–5 of the previous procedure.

2. Choose a second option to limit the selection further using the "and" feature (for example, all items whose cost is greater than 20,000 but less than 40,000, all items whose location contains the state abbreviation, IL, and does not contain the city, Springfield), or using the "or" feature (for example, all items whose cost is greater than 20,000 or less than 10,000, or all items whose location contains the state abbreviation, IL or IN).
3. Choose OK to apply the AutoFilter features to your database.

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