

Filter by using advanced criteria

If the data you want to filter requires complex criteria (such as Type = "Produce" OR Salesperson = "Davolio") you can use the **Advanced Filter** dialog box.

Advanced Filter	Example
Overview	
Multiple criteria, one column, any criteria true	Salesperson = "Davolio" OR Salesperson = "Buchanan"
Multiple criteria, multiple columns, all criteria true	Type = "Produce" AND Sales > 1000
Multiple criteria, multiple columns, any criteria true	Type = "Produce" OR Salesperson = "Buchanan"
Multiple sets of criteria, one column in all sets	(Sales > 6000 AND Sales < 6500) OR (Sales < 500)
Multiple sets of criteria, multiple columns in each set	(Salesperson = "Davolio" AND Sales > 3000) OR (Salesperson = "Buchanan" AND Sales > 1500)
Wildcard criteria	Salesperson = a name with 'u' as the second letter
Text that matches a case-sensitive search (formula)	Type = an exact match of "Produce"

Advanced Filter

Example

A value in a column greater than the average of all values in that column (formula)

Sales > the average of all Sales

Overview

The **Advanced** command works differently from the **Filter** command in several important ways.

- It displays the **Advanced Filter** dialog box instead of the AutoFilter menu.
- You type the advanced criteria in a separate criteria range on the worksheet and above the range of cells or table you want to filter. Microsoft Office Excel uses the separate criteria range in the **Advanced Filter** dialog box as the source for the advanced criteria.

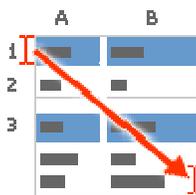
Example: Criteria range (A1:C4) and list range (A6:C10) used for the following procedures

The example may be easier to understand if you copy it to a blank worksheet.

How to copy an example

- Create a blank workbook or worksheet.
- Select the example in the Help topic.

Note Do not select the row or column headers.



Selecting an example from Help

- Press CTRL+C.
- In the worksheet, select cell A1, and press CTRL+V.
- To switch between viewing the results and viewing the formulas that return the results, press CTRL+` (grave accent), or on the **Formulas** tab, in the **Formula Auditing** group, click the **Show Formulas** button.

1

2

A	B	C
---	---	---

3

Type	Salesperson	Sales
------	-------------	-------

4

Type	Salesperson	Sales
------	-------------	-------

5

Beverages	Suyama	\$5122
-----------	--------	--------

6

Meat	Davolio	\$450
------	---------	-------

7

produce	Buchanan	\$6328
---------	----------	--------

8

Produce	Davolio	\$6544
---------	---------	--------

9

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Comparison operators

You can compare two values with the following operators. When two values are compared by using these operators, the result is a logical value either TRUE or FALSE.

Comparison operator	Meaning	Example
= (equal sign)	Equal to	A1=B1
> (greater than sign)	Greater than	A1>B1
< (less than sign)	Less than	A1<B1
>= (greater than or equal to sign)	Greater than or equal to	A1>=B1
<= (less than or equal to sign)	Less than or equal to	A1<=B1

Comparison operator	Meaning	Example
<> (not equal to sign)	Not equal to	A1<>B1

Using the equal sign to type text or a value

Because the equal sign (=) is used to indicate a formula when you type text or a value in a cell, Excel evaluates what you type; however, this may cause unexpected filter results. To indicate an equality comparison operator for either text or a value, type the criteria as a string expression in the appropriate cell in the criteria range:

`"= entry"`

Where *entry* is the text or value you want to find. For example:

What you type in the cell What Excel evaluates and displays

`"=Davolio"` `=Davolio`

`"=3000"` `=3000`

Considering case-sensitivity

When filtering text data, Excel does not distinguish between uppercase and lowercase characters. However, you can use a formula to perform a case-sensitive search. For an example, see Wildcard criteria.

Using pre-defined names

You can name a range **Criteria**, and the reference for the range will appear automatically in the **Criteria range** box. You can also define the name **Database** for the list range to be filtered and define the name **Extract** for the area where you want to paste the rows, and these ranges will appear automatically in the **List range** and **Copy to** boxes, respectively.

Creating criteria by using a formula

You can use a calculated value that is the result of a formula as your criterion. Remember the following important points:

- The formula must evaluate to TRUE or FALSE.
- Because you are using a formula, enter the formula as you normally would, and do not type the expression in the following way:

`"= entry"`

- Do not use a column label for criteria labels; either keep the criteria labels blank or use a label that is not a column label in the list range (in the examples below, Calculated Average and Exact Match).

If you use a column label in the formula instead of a relative cell reference or a range name, Excel displays an error value such as #NAME? or #VALUE! in the cell that contains the criterion. You can ignore this error because it does not affect how the list range is filtered.

- The formula that you use for criteria must use a relative reference to refer to the corresponding cell in the first row of data. In the example, A value in a column greater than the average of all values in that column (formula), you would use C7, and in the example, Text that matches a case-sensitive search (formula), you would use A7). Then, the formula is evaluated for each row of data in the list range.
- All other references in the formula must be absolute references.

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Multiple criteria, one column, any criteria true

Boolean logic: (Salesperson = "Davolio" OR Salesperson = "Buchanan")

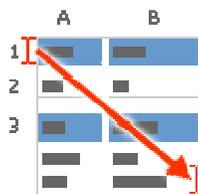
1. Insert at least three blank rows above the list range that can be used as a criteria range. The criteria range must have column labels. Make sure that there is at least one blank row between the criteria values and the list range.

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Selecting an example from Help

- c. Press CTRL+C.
- d. In the worksheet, select cell A1, and press CTRL+V.

- e. To switch between viewing the results and viewing the formulas that return the results, press CTRL+` (grave accent), or on the **Formulas** tab, in the **Formula Auditing** group, click the **Show Formulas** button.

1

2

A	B	C
---	---	---

3

Type	Salesperson	Sales
------	-------------	-------

4

Type	Salesperson	Sales
------	-------------	-------

5

Beverages	Suyama	\$5122
-----------	--------	--------

6

Meat	Davolio	\$450
------	---------	-------

7

produce	Buchanan	\$6328
---------	----------	--------

8

Produce	Davolio	\$6544
---------	---------	--------

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1. To find rows that meet multiple criteria for one column, type the criteria directly below each other in separate rows of the criteria range. In the example, you would enter:

A	B	C
---	---	---

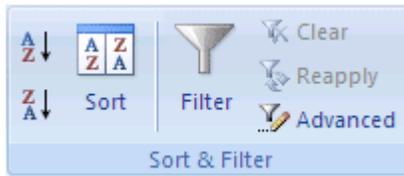
1	Type Salesperson	Sales
---	------------------	-------

2	"=Davolio"	
---	------------	--

3	"=Buchanan"	
---	-------------	--

1. Click a cell in the list range. In the example, you would click any cell in the range, A6:C10.

- On the **Data** tab, in the **Sort & Filter** group, click **Advanced**.



- Do one of the following:
 - To filter the list range by hiding rows that don't match your criteria, click **Filter the list, in-place**.
 - To filter the list range by copying rows that match your criteria to another area of the worksheet, click **Copy to another location**, click in the **Copy to** box, and then click the upper-left corner of the area where you want to paste the rows.

Tip When you copy filtered rows to another location, you can specify which columns to include in the copy operation. Before filtering, copy the column labels for the columns that you want to the first row of the area where you plan to paste the filtered rows. When you filter, enter a reference to the copied column labels in the **Copy to** box. The copied rows will then include only the columns for which you copied the labels.
- In the **Criteria range** box, enter the reference for the criteria range, including the criteria labels. In the example, you would enter \$A\$1:\$C\$3.

To move the **Advanced Filter** dialog box out of the way temporarily while you select the criteria range, click **Collapse Dialog** .

- In the example, the filtered result for the list range would be:

	A	B	C
6	Type	Salesperson	Sales
8	Meat	Davolio	\$450
9	produce	Buchanan	\$6,328
10	Produce	Davolio	\$6,544

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Multiple criteria, multiple columns, all criteria true

Boolean logic: (Type = "Produce" AND Sales > 1000)

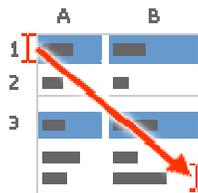
1. Insert at least three blank rows above the list range that can be used as a criteria range. The criteria range must have column labels. Make sure that there is at least one blank row between the criteria values and the list range.

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	A	B	C
1			
2	Type	Salesperson Sales	
3	Type	Salesperson Sales	
4	Beverages	Suyama	\$5122
5	Meat	Davolio	\$450

6

7 A B C

8 produce Buchanan \$6328

9 Produce Davolio \$6544

10

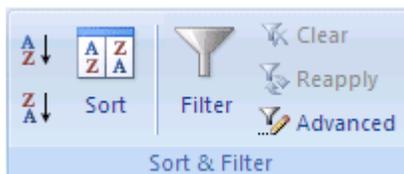
1. To find rows that meet multiple criteria in multiple columns, type all of the criteria in the same row of the criteria range. In the example, you would enter:

A B C

1 Type Salesperson Sales

2 ="=Produce" >1000

1. Click a cell in the list range. In the example, you would click any cell in the range, A6:C10.
2. On the **Data** tab, in the **Sort & Filter** group, click **Advanced**.



3. Do one of the following:
 - To filter the list range by hiding rows that don't match your criteria, click **Filter the list, in-place**.
 - To filter the list range by copying rows that match your criteria to another area of the worksheet, click **Copy to another location**, click in the **Copy to** box, and then click the upper-left corner of the area where you want to paste the rows.

Tip When you copy filtered rows to another location, you can specify which columns to include in the copy operation. Before filtering, copy the column labels for the columns that you want to the first row of the area where you plan to paste the filtered rows. When you filter, enter a reference to the copied column labels in the **Copy to** box. The copied rows will then include only the columns for which you copied the labels.

- In the **Criteria range** box, enter the reference for the criteria range, including the criteria labels. In the example, you would enter `A1:C2`.

To move the **Advanced Filter** dialog box out of the way temporarily while you select the criteria range, click **Collapse Dialog** .

- In the example, the filtered result for the list range would be:

A	B	C
---	---	---

6	Type	Salesperson	Sales
---	------	-------------	-------

9	produce	Buchanan	\$6,328
---	---------	----------	---------

10	Produce	Davolio	\$6,544
----	---------	---------	---------

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Multiple criteria, multiple columns, any criteria true

Boolean logic: (Type = "Produce" OR Salesperson = "Buchanan")

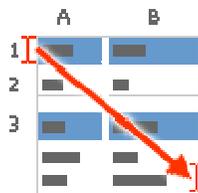
- Insert at least three blank rows above the list range that can be used as a criteria range. The criteria range must have column labels. Make sure that there is at least one blank row between the criteria values and the list range.

The example may be easier to understand if you copy it to a blank worksheet.

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Note Do not select the row or column headers.



Selecting an example from Help

- Press CTRL+C.

- d. In the worksheet, select cell A1, and press CTRL+V.
- e. To switch between viewing the results and viewing the formulas that return the results, press CTRL+` (grave accent), or on the **Formulas** tab, in the **Formula Auditing** group, click the **Show Formulas** button.

1

2

A	B	C
---	---	---

3

Type	Salesperson	Sales
------	-------------	-------

4

Type	Salesperson	Sales
------	-------------	-------

5

Beverages	Suyama	\$5122
-----------	--------	--------

6

Meat	Davolio	\$450
------	---------	-------

7

produce	Buchanan	\$6328
---------	----------	--------

8

Produce	Davolio	\$6544
---------	---------	--------

9

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1. To find rows that meet multiple criteria in multiple columns, where any criteria can be true, type the criteria in the different columns and rows of the criteria range. In the example, you would enter:

A	B	C
---	---	---

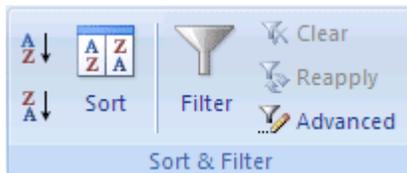
1 Type	Salesperson	Sales
--------	-------------	-------

2 ="=Produce"		
---------------	--	--

A	B	C
---	---	---

3	= "Buchanan"	
---	--------------	--

1. Click a cell in the list range. In the example, you would click any cell in the list range, A6:C10.
2. On the **Data** tab, in the **Sort & Filter** group, click **Advanced**.



3. Do one of the following:
 - To filter the list range by hiding rows that don't match your criteria, click **Filter the list, in-place**.
 - To filter the list range by copying rows that match your criteria to another area of the worksheet, click **Copy to another location**, click in the **Copy to** box, and then click the upper-left corner of the area where you want to paste the rows.

Tip When you copy filtered rows to another location, you can specify which columns to include in the copy operation. Before filtering, copy the column labels for the columns that you want to the first row of the area where you plan to paste the filtered rows. When you filter, enter a reference to the copied column labels in the **Copy to** box. The copied rows will then include only the columns for which you copied the labels.

4. In the **Criteria range** box, enter the reference for the criteria range, including the criteria labels. In the example, you would enter \$A\$1:\$B\$3.

To move the **Advanced Filter** dialog box out of the way temporarily while you select the criteria range, click **Collapse Dialog** .

5. In the example, the filtered result for the list range would be:

A	B	C
---	---	---

6	Type	Salesperson Sales
---	------	-------------------

9	produce Buchanan	\$6,328
---	------------------	---------

10	Produce Davolio	\$6,544
----	-----------------	---------

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Multiple sets of criteria, one column in all sets

Boolean logic: ((Sales > 6000 AND Sales < 6500) OR (Sales < 500))

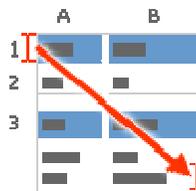
1. Insert at least three blank rows above the list range that can be used as a criteria range. The criteria range must have column labels. Make sure that there is at least one blank row between the criteria values and the list range.

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Note Do not select the row or column headers.



Selecting an example from Help

- c. Press CTRL+C.
- d. In the worksheet, select cell A1, and press CTRL+V.
- e. To switch between viewing the results and viewing the formulas that return the results, press CTRL+` (grave accent), or on the **Formulas** tab, in the **Formula Auditing** group, click the **Show Formulas** button.

	A	B	C
1			
2	Type	Salesperson Sales	
3			
4	Type	Salesperson Sales	
5	Beverages Suyama		\$5122

6

A	B	C
---	---	---

7

Meat	Davolio	\$450
------	---------	-------

8

produce	Buchanan	\$6328
---------	----------	--------

9

Produce	Davolio	\$6544
---------	---------	--------

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- To find rows that meet multiple sets of criteria, where each set includes criteria for one column, include multiple columns with the same column heading. In the example, you would enter:

A	B	C	D
---	---	---	---

1	Type Salesperson	Sales	Sales
---	------------------	-------	-------

2		>6000	<6500
---	--	-------	-------

3		<500	
---	--	------	--

- Click a cell in the list range. In the example, you would click any cell in the list range, A6:C10.
- On the **Data** tab, in the **Sort & Filter** group, click **Advanced**.



- Do one of the following:
 - To filter the list range by hiding rows that don't match your criteria, click **Filter the list, in-place**.
 - To filter the list range by copying rows that match your criteria to another area of the worksheet, click **Copy to another location**, click in the **Copy to** box, and then click the upper-left corner of the area where you want to paste the rows.

Tip When you copy filtered rows to another location, you can specify which columns to include in the copy operation. Before filtering, copy the column labels for the columns

that you want to the first row of the area where you plan to paste the filtered rows. When you filter, enter a reference to the copied column labels in the **Copy to** box. The copied rows will then include only the columns for which you copied the labels.

- In the **Criteria range** box, enter the reference for the criteria range, including the criteria labels. In the example, you would enter \$A\$1:\$D\$3.

To move the **Advanced Filter** dialog box out of the way temporarily while you select the criteria range, click **Collapse Dialog** .

- In the example, the filtered result for the list range would be:

A B C

6 Type Salesperson Sales

8 Meat Davolio \$450

9 produce Buchanan \$6,328

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Multiple sets of criteria, multiple columns in each set

Boolean logic: ((Salesperson = "Davolio" AND Sales >3000) OR (Salesperson = "Buchanan" AND Sales > 1500))

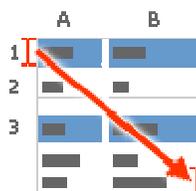
- Insert at least three blank rows above the list range that can be used as a criteria range. The criteria range must have column labels. Make sure that there is at least one blank row between the criteria values and the list range.

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- c. Press CTRL+C.
- d. In the worksheet, select cell A1, and press CTRL+V.
- e. To switch between viewing the results and viewing the formulas that return the results, press CTRL+` (grave accent), or on the **Formulas** tab, in the **Formula Auditing** group, click the **Show Formulas** button.

1

2

A	B	C
---	---	---

3

Type	Salesperson	Sales
------	-------------	-------

4

Type	Salesperson	Sales
------	-------------	-------

5

Beverages	Suyama	\$5122
-----------	--------	--------

6

Meat	Davolio	\$450
------	---------	-------

7

produce	Buchanan	\$6328
---------	----------	--------

8

Produce	Davolio	\$6544
---------	---------	--------

9

10

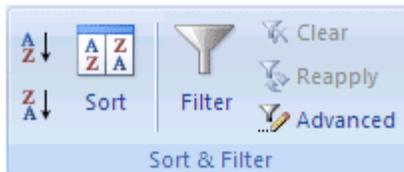
1. To find rows that meet multiple sets of criteria, where each set includes criteria for multiple columns, type each set of criteria in separate columns and rows. In the example, you would enter:

A	B	C
---	---	---

1	Type Salesperson	Sales
---	------------------	-------

A	B	C
2	"=Davolio"	>3000
3	"=Buchanan"	>1500

1. Click a cell in the list range. In the example, you would click any cell in the list range, A6:C10.
2. On the **Data** tab, in the **Sort & Filter** group, click **Advanced**.



3. Do one of the following:
 - To filter the list range by hiding rows that don't match your criteria, click **Filter the list, in-place**.
 - To filter the list range by copying rows that match your criteria to another area of the worksheet, click **Copy to another location**, click in the **Copy to** box, and then click the upper-left corner of the area where you want to paste the rows.

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4. In the **Criteria range** box, enter the reference for the criteria range, including the criteria labels. In the example, you would enter `A1:C3`.

To move the **Advanced Filter** dialog box out of the way temporarily while you select the criteria range, click **Collapse Dialog** .

1. In the example, the filtered result for the list range would be:

A	B	C
6	Type	Salesperson Sales
9	produce Buchanan	\$6,328

A	B	C
10	Produce Davolio	\$6,544

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Wildcard criteria

Boolean logic: Salesperson = a name with 'u' as the second letter

To find text values that share some characters but not others, do one or more of the following:

- Type one or more characters without an equal sign (=) to find rows with a text value in a column that begin with those characters. For example, if you type the text **Dav** as a criterion, Excel finds "Davolio," "David," and "Davis."
- Use a wildcard character.

Use	To find
? (question mark)	Any single character For example, sm?th finds "smith" and "smyth"
* (asterisk)	Any number of characters For example, *east finds "Northeast" and "Southeast"
~ (tilde) followed by ?, *, or ~	A question mark, asterisk, or tilde For example, fy91~? finds "fy91?"

1. Insert at least three blank rows above the list range that can be used as a criteria range. The criteria range must have column labels. Make sure that there is at least one blank row between the criteria values and the list range.

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1

2

A	B	C
---	---	---

3

Type	Salesperson	Sales
------	-------------	-------

4

Type	Salesperson	Sales
------	-------------	-------

5

Beverages	Suyama	\$5122
-----------	--------	--------

6

Meat	Davolio	\$450
------	---------	-------

7

produce	Buchanan	\$6328
---------	----------	--------

8

Produce	Davolio	\$6544
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1. In the rows below the column labels, type the criteria that you want to match. In the example, you would enter:

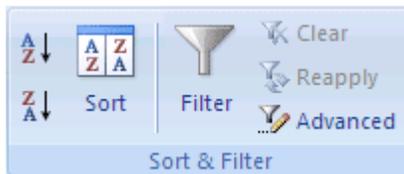
A	B	C
---	---	---

1 Type Salesperson Sales

2 ="=Me*"

3 ="=?U*"

1. Click a cell in the list range. In the example, you would click any cell in the list range, A6:C10.
2. On the **Data** tab, in the **Sort & Filter** group, click **Advanced**.



3. Do one of the following:
 - To filter the list range by hiding rows that don't match your criteria, click **Filter the list, in-place**.
 - To filter the list range by copying rows that match your criteria to another area of the worksheet, click **Copy to another location**, click in the **Copy to** box, and then click the upper-left corner of the area where you want to paste the rows.

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4. In the **Criteria range** box, enter the reference for the criteria range, including the criteria labels. In the example, you would enter \$A\$1:\$B\$3.

To move the **Advanced Filter** dialog box out of the way temporarily while you select the criteria range, click **Collapse Dialog** .

5. In the example, the filtered result for the list range would be:

A	B	C
---	---	---

6 Type Salesperson Sales

A	B	C
7	Beverages	Suyama \$5,122
8	Meat	Davolio \$450
9	produce	Buchanan \$6,328

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Text that matches a case-sensitive search (formula)

Boolean logic: Type = an exact match of "Produce"

1. Insert at least three blank rows above the list range that can be used as a criteria range. The criteria range must have column labels. Make sure that there is at least one blank row between the criteria values and the list range.

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1

2

A	B	C
---	---	---

3

Type	Salesperson	Sales
------	-------------	-------

4

Type	Salesperson	Sales
------	-------------	-------

5

Beverages	Suyama	\$5122
-----------	--------	--------

6

Meat	Davolio	\$450
------	---------	-------

7

produce	Buchanan	\$6328
---------	----------	--------

8

Produce	Davolio	\$6544
---------	---------	--------

9

10

1. In the rows below the column labels, type the criteria that you want to match as a formula by using the EXACT function to perform a case-sensitive search. Because you are looking for an exact match in the Type column, which is in column A, you would enter A7 as the first argument. In the example, you would enter:

A	B	C	D
---	---	---	---

1 Type Salesperson Sales Exact Match

2		=EXACT(A7, "Produce")
---	--	-----------------------

1. Then, the formula is evaluated for each row of data in the list range.
2. Click a cell in the list range. In the example, you would click any cell in the list range, A6:C10.
3. On the **Data** tab, in the **Sort & Filter** group, click **Advanced**.



4. Do one of the following:

- To filter the list range by hiding rows that don't match your criteria, click **Filter the list, in-place**.
- To filter the list range by copying rows that match your criteria to another area of the worksheet, click **Copy to another location**, click in the **Copy to** box, and then click the upper-left corner of the area where you want to paste the rows.

Tip When you copy filtered rows to another location, you can specify which columns to include in the copy operation. Before filtering, copy the column labels for the columns that you want to the first row of the area where you plan to paste the filtered rows. When you filter, enter a reference to the copied column labels in the **Copy to** box. The copied rows will then include only the columns for which you copied the labels.

5. In the **Criteria range** box, enter the reference for the criteria range, including the criteria labels. In the example, you would enter \$D\$1:\$D\$2.

To move the **Advanced Filter** dialog box out of the way temporarily while you select the criteria range, click **Collapse Dialog** .

1. In the example, the filtered result for the list range would be:

A	B	C
---	---	---

6	Type	Salesperson	Sales
---	------	-------------	-------

10	Produce	Davolio	\$6,544
----	---------	---------	---------

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A value in a column greater than the average of all values in that column (formula)

Boolean logic: Sales > the average of all Sales

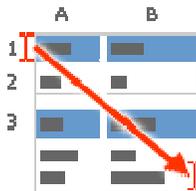
1. Insert at least three blank rows above the list range that can be used as a criteria range. The criteria range must have column labels. Make sure that there is at least one blank row between the criteria values and the list range.

The example may be easier to understand if you copy it to a blank worksheet.

How to copy an example

- a. Create a blank workbook or worksheet.
- b. Select the example in the Help topic.

Note Do not select the row or column headers.



Selecting an example from Help

- c. Press CTRL+C.
- d. In the worksheet, select cell A1, and press CTRL+V.
- e. To switch between viewing the results and viewing the formulas that return the results, press CTRL+` (grave accent), or on the **Formulas** tab, in the **Formula Auditing** group, click the **Show Formulas** button.

	A	B	C
1			
2	Type	Salesperson Sales	
3	Type	Salesperson Sales	
4			
5	Beverages	Suyama	\$5122
6	Meat	Davolio	\$450
7	produce	Buchanan	\$6328
8	Produce	Davolio	\$6544

To move the **Advanced Filter** dialog box out of the way temporarily while you select the criteria range, click **Collapse Dialog** .

6. In the example, the filtered result for the list range would be:

	A	B	C
6	Type	Salesperson	Sales
7	Beverages	Suyama	\$5,122
9	produce	Buchanan	\$6,328
10	Produce	Davolio	\$6,544

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Applies To: Excel 2007

Was this information helpful?

Yes No

How can we improve it?

255 characters remaining

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Send

Thank you for your feedback!