

How to Use Filters in Microsoft Excel

What is a filter?

A filter is a tool that allows you to view only the rows in a spreadsheet that all share the same value in a given column. For example, in the spreadsheet below, you can use a filter on the Species column to view only the rows containing dogs.

Before Filter Applied

	A	B	C	D
1	Name	Species	Breed	Color
2	Muffy	Cat	Domestic Short Hair	gray
3	Fluffy	Cat	Domestic Short Hair	white
4	Buddy	Dog	Beagle	brown
5	Mittens	Cat	Domestic Short Hair	black
6	Fido	Dog	Boxer	brown
7	Rufus	Dog	German Shepherd	black

After Filter Applied

	A	B	C	D
1	Name	Species	Breed	Color
4	Buddy	Dog	Beagle	brown
6	Fido	Dog	Boxer	brown
7	Rufus	Dog	German Shepherd	black

How Can I Use Filters in the Voter Registration Data?

Filters in the voter registration data spreadsheet can be used to view the data in many different ways.

Examples: View only the voters registered in Precinct 01-01.

View only the voters who voted in the November 5, 2013 election.

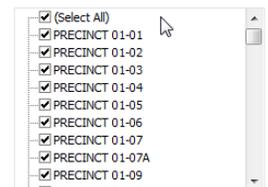
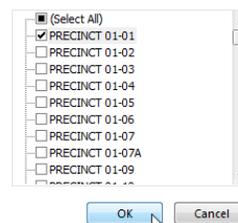
View only the voters who live in Superior Court District 10A.

Instructions:

1. Download the zip file containing the data at wakegov.com/elections/data/Pages/data.aspx. Save the file to your computer and click on the zip file to extract the Microsoft Excel spreadsheet. Open the spreadsheet.
2. Find the column containing data you want to filter. If you want to view only voters in a particular precinct or set of precincts, click on the down arrow in the Precinct cell. If you want to view only voters who voted in the November 2013 election, click on the down arrow in the 11/05/2013 cell.

3. When you click on the down arrow, you will see a set of check boxes that allow you to choose which values you want to view. Uncheck the *Select All* check box if you want to quickly uncheck all the values in the list. Check or uncheck boxes as desired until check marks remain next to only the values you want to view.

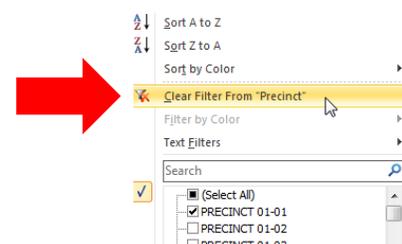
Example: If you want to view only voters registered in Precinct 01-01, uncheck the box next to *Select All* then check the box next to Precinct 01-01. Click the OK button to view the filtered results.



4. You can turn filters on for multiple columns of data at the same time. For example, you could use the Precinct filter to view only voters in Precinct 01-01 and the Last Name filter to view only voters with the last name Smith. Your results will display only voters who both live in Precinct 01-01 AND have a last name of Smith.
5. For any column in which you have turned on a filter, the down arrow icon will change to an icon of a funnel and a small down arrow.

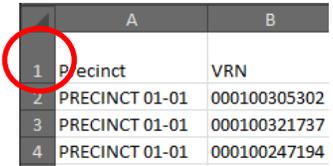


6. To turn a filter off, click on the funnel icon. Then click on the option titled "Clear Filter From "column title.""



How to Turn Filtering On If It is Not On When You Open the Spreadsheet

1. Look for the gray vertical column at the far left of the spreadsheet that lists consecutive numbers starting with 1. Click on the 1 designating the first row. The entire first row will turn blue.



A screenshot of an Excel spreadsheet with columns A and B. Row 1 is highlighted in blue. A red circle highlights the number '1' in the row header column on the left.

	A	B
1	Precinct	VRN
2	PRECINCT 01-01	000100305302
3	PRECINCT 01-01	000100321737
4	PRECINCT 01-01	000100247194

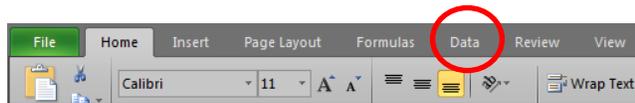


A screenshot of an Excel spreadsheet with columns A through E. Row 1 is highlighted in blue. The cells contain: A: Precinct, B: VRN, C: VRstatus, D: VRlastname, E: VRfirstname.

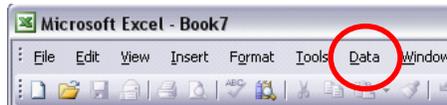
	A	B	C	D	E
1	Precinct	VRN	VRstatus	VRlastname	VRfirstname

2. Click on the option in the ribbon or toolbar at the top of the screen titled **Data**.

Microsoft Excel 2007 or later



Earlier Versions of Excel



3. Click on the option titled **Filter**. Each cell in the first row will now contain a box with a down arrow.



A screenshot of an Excel spreadsheet with columns A through G. Row 1 is highlighted in blue. Each cell in the first row now contains a small downward-pointing arrow, indicating that filtering is enabled. The cells contain: A: Precinct, B: VRN, C: VRstatus, D: VRlastname, E: VRfirstname, F: VRmiddlename, G: VRnamesuffix.

	A	B	C	D	E	F	G
1	Precinct	VRN	VRstatus	VRlastname	VRfirstname	VRmiddlename	VRnamesuffix