POLAR

Applying Excel filters within Excel to sort data

phn EASTERN MELBOURNE
An Australian Government Initiative

Applying filters

1. Click the Enable Editing button in the yellow banner

| File | Home | Insert | Page Layout | Formulas | Data | Review | View | Nitro Pro 10 | ♀ Tell me what you want to do… |

🛈 **PROTECTED VIEW** Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. | Enable Editing |
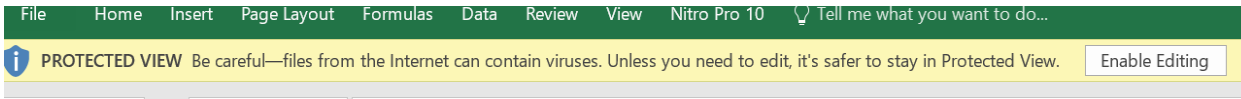
2. Right Click in the top row and select the insert option from the menu
3. From the insert menu select Entire row and then click ok

	A	B	C
ID	Surname	First Name
2	Surname_2	First_2
3	Surname_3	First_3

Insert ? ✕

Insert
- ◯ Shift cells right
- ◯ Shift cells down
- ⦿ Entire row
- ◯ Entire column

| OK | Cancel |

| 14 | Surname_14 | First_14 |
| 15 | Surname 15 | First 15 |
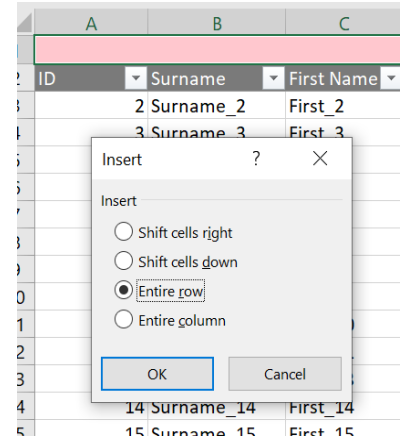
4. Ensure that the new row is selected. Then click the Sort & Filter icon in the top right corner 5. From the drop down menu select **Filter**
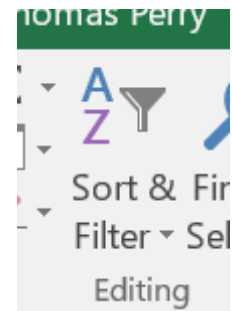
4. Each Cell will now have a downward pointing arrow on its right hand side.

| Gender | ▼ | DOB | ▼ | Age | ▼ | Address | ▼ | Suburb | | ▼ |

5. When clicking on the downwards pointing sort/filter arrow a menu will display giving you filtering and sorting options.

Note when the document is sorted/filtered using these arrows the entire row will move or hide as one. For example If you have a list of names and addresses and choose to sort the document alphabetically by name the addresses in the other column will also move and remain in line with the appropriate person.

Example of Most seen clinicians Sorted A to Z
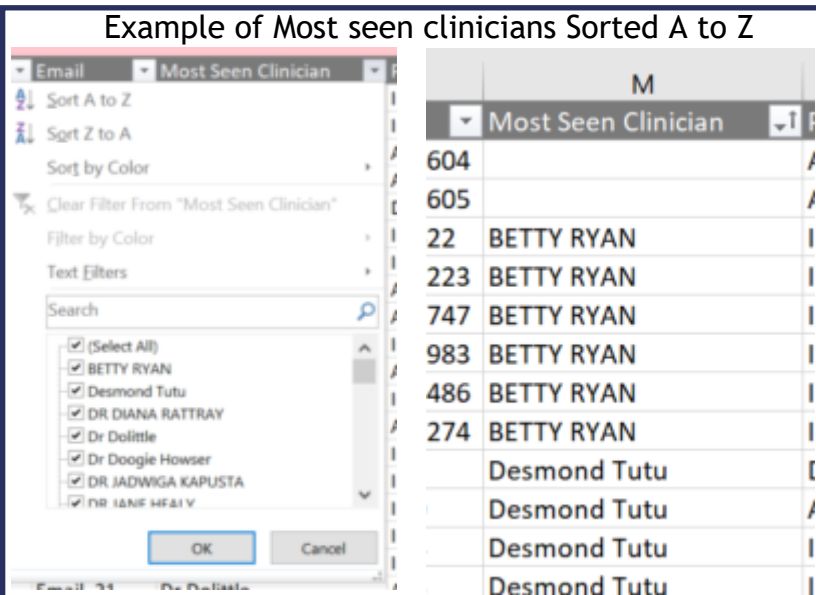
Example of Most seen clinicians filtered to only show rows with most seen clinician Betty Ryan