

4. Data filters

This lesson covers working with data filters.

A data filter makes it easy to search through data files.

Data filters are particularly useful with large data files such as a customer database.

The file Klanten is used for this lesson.

Here you can download the file [Customers](#) download.

The file can then be saved on your own computer. For example in "My Documents".

Open the file Klanten

Click the File tab and use the Open button to open the Klanten file you have just saved.

Figure 4.1 The Klanten file

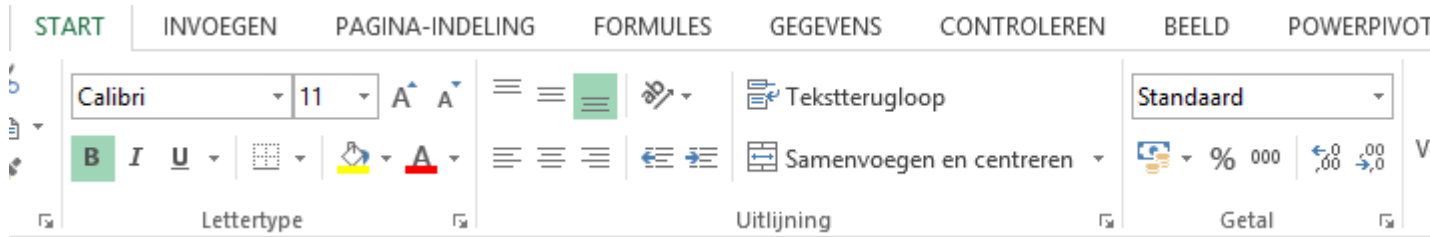
	A	B	C	D	E
1	Voornaam	Achternaam	Adres	Postcode	Plaats
2	Marian	Boersma	Benedenweg 17	3459 DX	Sint Pancras
3	Joris	Jans	Binnenweg 55	2423 WE	Zoetermeer
4	Jelle	Ploeg	Bovenweg 12	3456 DY	Sint Pancras
5	Henk	Ham	Europaplein 23	2435 TE	Haarlem
6	Hans	Poel	Jacob van Lennepstraat 2	1053 KD	Amsterdam
7	Dirk	Pietersen	Kanaalkade 12	4523 AB	Ijmuiden
8	Tina	Kronenburg	Katwijkstraat 4	1059 XN	Amsterdam
9	Marjan	Dirksen	Kerklaan 12	2340 TT	Haarlem
10	Rina	Bakker	Kerkstraat 6	1076 DT	Amsterdam
11	Pieter	Dijk	Korte Verwegkade 8	1752 BA	Hilversum
12	Hans	Dirksen	Stationstraat 10	2345 AT	Haarlem
13	Hanneke	Jansen	Stationstraat 2	1221 AA	Beverwijk
14	Bert	Dirksen	Stationstraat 8	2345 TT	Haarlem
15	Neeltje	Jansen	Zeedijk 12	1023 AX	Katwijk
16	Marije	Tuinman	Zeglis 8	1231 XR	Beverwijk
17					

The formatting

First we will add formatting to the table so that it looks neat.

Click the Home tab if it is not already active.

Figure 4.2 Home tab



Data filters can then be added to the table by clicking the "Format as Table" button.



A list of formats opens.
Choose a format.

Figure 4.3 Choose a format

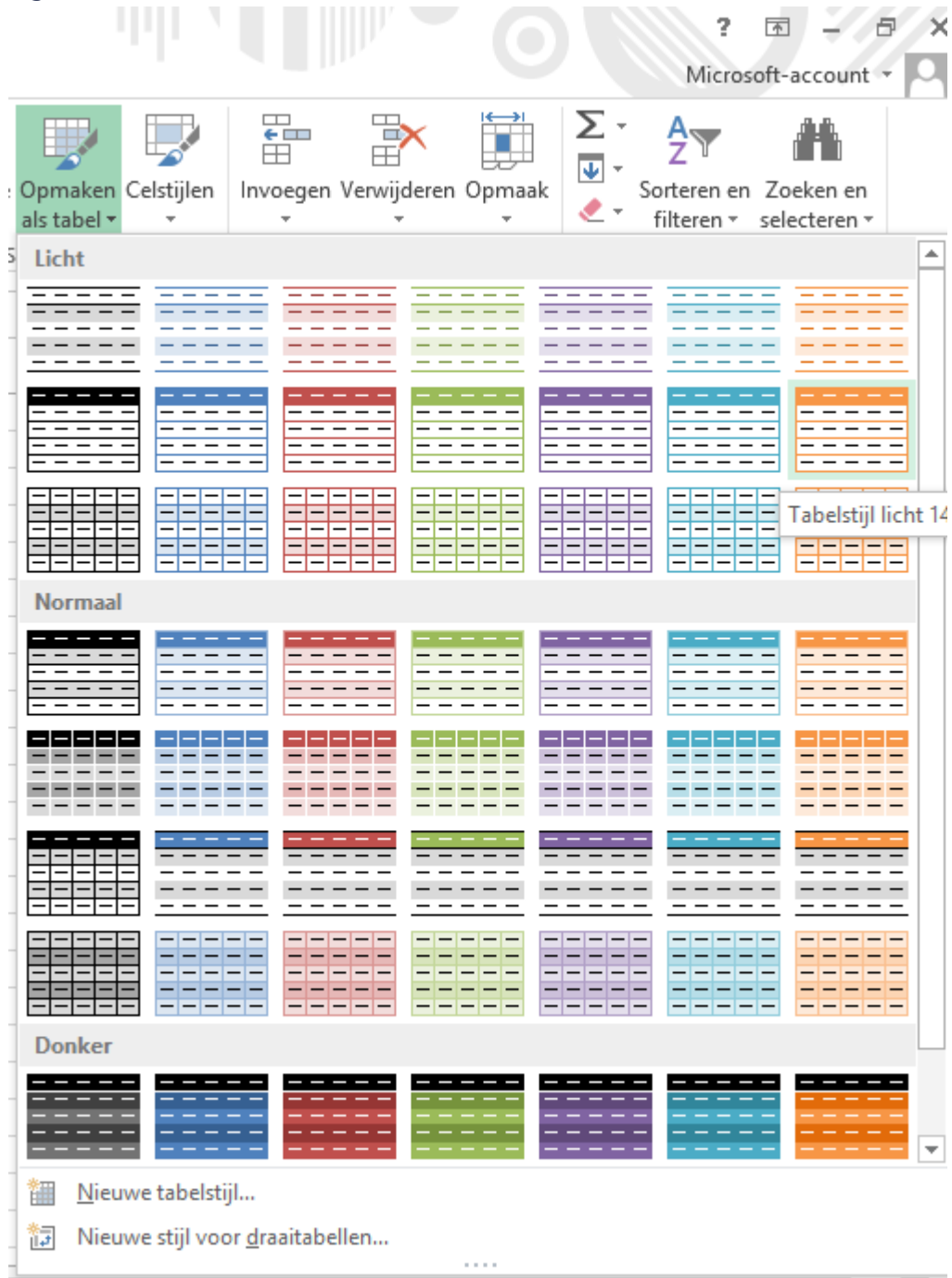
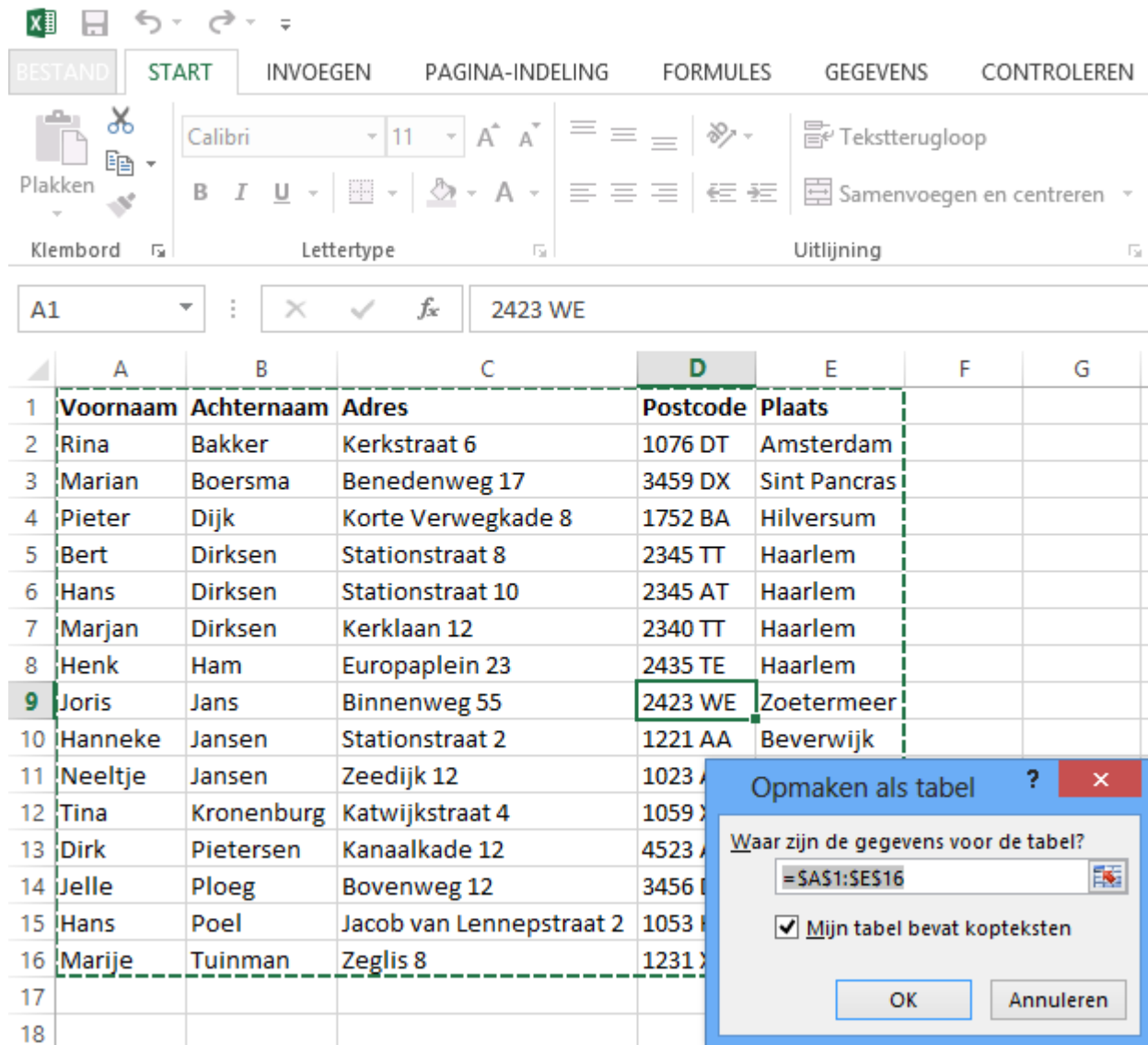


Figure 4.4 Check that the table is selected



The screenshot shows the Microsoft Excel interface with the 'Format as Table' dialog box open. The dialog box is titled 'Opmaken als tabel' and contains the following elements:

- Waar zijn de gegevens voor de tabel?**: A text box containing the range `=A$1:$E$16`.
- Mijn tabel bevat kopteksten**: A checked checkbox.
- Buttons**: 'OK' and 'Annuleren' buttons at the bottom.

The background shows a spreadsheet with the following data:

	A	B	C	D	E	F	G
1	Voornaam	Achternaam	Adres	Postcode	Plaats		
2	Rina	Bakker	Kerkstraat 6	1076 DT	Amsterdam		
3	Marian	Boersma	Benedenweg 17	3459 DX	Sint Pancras		
4	Pieter	Dijk	Korte Verwegkade 8	1752 BA	Hilversum		
5	Bert	Dirksen	Stationstraat 8	2345 TT	Haarlem		
6	Hans	Dirksen	Stationstraat 10	2345 AT	Haarlem		
7	Marjan	Dirksen	Kerklaan 12	2340 TT	Haarlem		
8	Henk	Ham	Europaplein 23	2435 TE	Haarlem		
9	Joris	Jans	Binnenweg 55	2423 WE	Zoetermeer		
10	Hanneke	Jansen	Stationstraat 2	1221 AA	Beverwijk		
11	Neeltje	Jansen	Zeedijk 12	1023 A			
12	Tina	Kronenburg	Katwijkstraat 4	1059 X			
13	Dirk	Pietersen	Kanaalkade 12	4523 A			
14	Jelle	Ploeg	Bovenweg 12	3456 B			
15	Hans	Poel	Jacob van Lennepstraat 2	1053 C			
16	Marije	Tuinman	Zeglis 8	1231 D			
17							
18							

Check that the table has been selected correctly.

If all has gone well, the Format as Table window shows: `=A$1:$E$16`

Click OK.

The result

Figure 4.5 Customer database with data filters

	A	B	C	D	E
1	Voornaam ▼	Achternaam ▼	Adres ▼	Postcode ▼	Plaats ▼
2	Rina	Bakker	Kerkstraat 6	1076 DT	Amsterdam
3	Marian	Boersma	Benedenweg 17	3459 DX	Sint Pancras
4	Pieter	Dijk	Korte Verwegkade 8	1752 BA	Hilversum
5	Bert	Dirksen	Stationstraat 8	2345 TT	Haarlem
6	Hans	Dirksen	Stationstraat 10	2345 AT	Haarlem
7	Marjan	Dirksen	Kerklaan 12	2340 TT	Haarlem
8	Henk	Ham	Europaplein 23	2435 TE	Haarlem
9	Joris	Jans	Binnenweg 55	2423 WE	Zoetermeer
10	Hanneke	Jansen	Stationstraat 2	1221 AA	Beverwijk
11	Neeltje	Jansen	Zeedijk 12	1023 AX	Katwijk
12	Tina	Kronenburg	Katwijkstraat 4	1059 XN	Amsterdam
13	Dirk	Pietersen	Kanaalkade 12	4523 AB	Ijmuiden
14	Jelle	Ploeg	Bovenweg 12	3456 DY	Sint Pancras
15	Hans	Poel	Jacob van Lennepstraat 2	1053 KD	Amsterdam
16	Marije	Tuinman	Zeglis 8	1231 XR	Beverwijk

Working with the data filter

In the previous exercise we added formatting and a data filter to the table. In this exercise we are going to work with the data filter.

The formatting and the data filter have been added to the table. The filter is visible in the row with the column headings.

Figure 4.6 The data filter

Voornaam ▼	Achternaam ▼	Adres ▼	Postcode ▼	Plaats ▼
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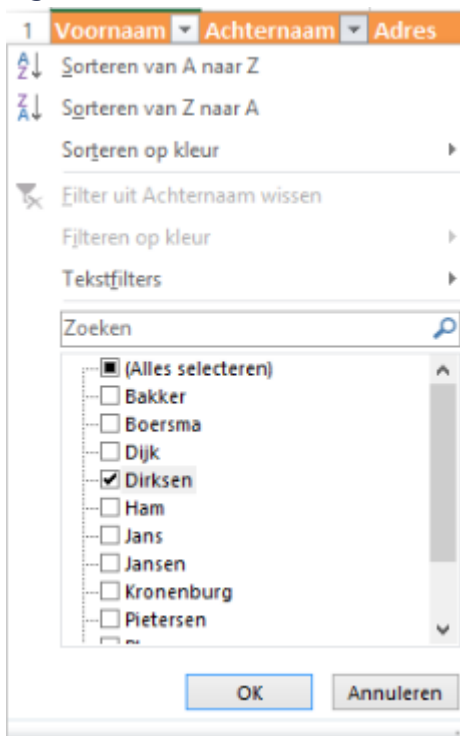
Click the arrow next to Achternaam

Figure 4.7 Setting a filter for Surname

Achternaam ▼

Untick the (Select All) checkbox.
Tick the box next to Dirksen.

Figure 4.8 Select the desired filter



The result of the filter

Figure 4.9 Filter result

	A	B	C	D	E
1	Voornaam	Achternaam	Adres	Postcode	Plaats
5	Bert	Dirksen	Stationstraat 8	2345 TT	Haarlem
6	Hans	Dirksen	Stationstraat 10	2345 AT	Haarlem
7	Marjan	Dirksen	Kerklaan 12	2340 TT	Haarlem

There is now a small button with a filter icon next to Surname. This means that the Surname field has been filtered.

Click the button next to Achternaam again.

Select the option (Select All)

All customers are visible again.

Make a list of everyone from Hilversum or Amsterdam.

The result

Figure 4.10 Result of filtering on all people from Hilversum or Amsterdam

	A	B	C	D	E
1	Voornaam ▼	Achternaam ▼	Adres ▼	Postcode ▼	Plaats ▼
2	Rina	Bakker	Kerkstraat 6	1076 DT	Amsterdam
4	Pieter	Dijk	Korte Verwegkade 8	1752 BA	Hilversum
12	Tina	Kronenburg	Katwijkstraat 4	1059 XN	Amsterdam
15	Hans	Poel	Jacob van Lennepstraat 2	1053 KD	Amsterdam

Solution:

You filter on Hilversum and Amsterdam by clicking the arrow next to City. Make sure that only Hilversum and Amsterdam are ticked.