

How can I create a list in Excel based on specific criteria?

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To create a list in Excel based on specific criteria, follow these steps:

1. Start by organizing your data into columns and rows.
2. Next, click on the "Data" tab and select "Filter" from the drop-down menu.
3. This will add filter arrows to each column.
4. Click on the filter arrow for the column you want to filter.
5. Select "Text Filters" or "Number Filters" depending on the type of data in the column.
6. Choose the criteria you want to filter by, such as "Greater Than" or "Contains".
7. Enter the specific value or text you want to filter by.
8. Click "OK" to apply the filter and create a list based on your specific criteria.
9. You can also add multiple filters to further refine your list.
10. Once you have your desired list, you can copy and paste it into a new sheet or save it as a separate file.

Excel: Create a List Based on Criteria

You can use the following basic formula to create a list based on criteria in Excel:

```
=IFERROR(INDEX($A$2:$A$12,SMALL(IF($B$2:$B$12=$B$2,ROW($B$2:$B$12)),ROW(1:1))-1,1),"")
```

This particular formula creates a list of values in the range A2:A12 where the value in the range B2:B12 is equal to the value in cell B2.

The following examples show how to use this formula in practice with the following dataset in Excel:

	A	B	C	D	E	F
1	Player	Team	Position			
2	Andy	Mavs	Guard			
3	Bob	Mavs	Forward			
4	Charles	Nets	Guard			
5	Doug	Spurs	Center			
6	Eric	Heat	Forward			
7	Frank	Mavs	Guard			
8	George	Warriors	Center			
9	Harry	Spurs	Forward			
10	Isaiah	Heat	Guard			
11	Jake	Nets	Guard			
12	Ken	Spurs	Forward			
13						
14						
15						
16						
17						
18						
19						
20						

Example 1: Create List Based on One Criteria in Excel

We can use the following formula to create a list of players who are on the Mavs team:

```
=IFERROR(INDEX($A$2:$A$12,SMALL(IF($B$2:$B$12=$B$2,ROW($B$2:$B$12)),ROW(1:1))-1,1),"")
```

We can type this formula into cell E2 and then drag it down to the remaining cells in column E to create a list of players who are on the Mavs team:

	A	B	C	D	E	F	G	H
1	Player	Team	Position		Players on Mavs Team			
2	Andy	Mavs	Guard		Andy			
3	Bob	Mavs	Forward		Bob			
4	Charles	Nets	Guard		Frank			
5	Doug	Spurs	Center					
6	Eric	Heat	Forward					
7	Frank	Mavs	Guard					
8	George	Warriors	Center					
9	Harry	Spurs	Forward					
10	Isaiah	Heat	Guard					
11	Jake	Nets	Guard					
12	Ken	Spurs	Forward					
13								
14								
15								
16								
17								
18								
19								
20								

The result is a list of three players:

AndyBobFrank

We can look at the original dataset to confirm that all three of these players are on the Mavs team.

Example 2: Create List Based on Multiple Criteria in Excel

We can use the following formula to create a list of players who are on the Mavs team and have a position

of Guard:

=IFERROR(INDEX(\$A\$2:\$A\$12,SMALL(IF((\$B\$2:\$B\$12=\$B\$2)*(\$C\$2:\$C\$12=\$C\$2),ROW(\$B\$2:\$B\$12)),ROW(1:1))-1,1),"")

We can type this formula into cell E2 and then drag it down to the remaining cells in column E to create a list of players who are on the Mavs team and have a position of Guard:

	A	B	C	D	E	F	G	H	I
1	Player	Team	Position		Players on Mavs Team who are Guards				
2	Andy	Mavs	Guard		Andy				
3	Bob	Mavs	Forward		Frank				
4	Charles	Nets	Guard						
5	Doug	Spurs	Center						
6	Eric	Heat	Forward						
7	Frank	Mavs	Guard						
8	George	Warriors	Center						
9	Harry	Spurs	Forward						
10	Isaiah	Heat	Guard						
11	Jake	Nets	Guard						
12	Ken	Spurs	Forward						
13									
14									
15									
16									
17									
18									
19									
20									
21									

The result is a list of two players:

AndyFrank

We can look at the original dataset to confirm that both of these players are on the Mavs team and have a position of Guard.

The following tutorials explain how to perform other common tasks in Excel:

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