

How can I filter dates by month in Excel?

Authored by
stats writer

June 30, 2024

RECOMMENDED CITATION

stats writer (2024). *How can I filter dates by month in Excel?*. PSYCHOLOGICAL SCALES.
Retrieved from <https://scales.arabpsychology.com/?p=162758>

Filtering dates by month in Excel allows you to easily organize and analyze data based on specific time periods. This feature allows you to select a specific month and only display data from that month, making it easier to identify trends and patterns within your data. To filter dates by month in Excel, you can use the "Filter" option and select the desired month from the drop-down list. This will only display data from that particular month, making it more efficient to work with large sets of time-sensitive data.

Filter Dates by Month in Excel (With Example)

Often you may want to filter dates by month in Excel.

Fortunately this is easy to do using the Filter function.

The following step-by-step example shows how to use this function to filter dates by month in Excel.

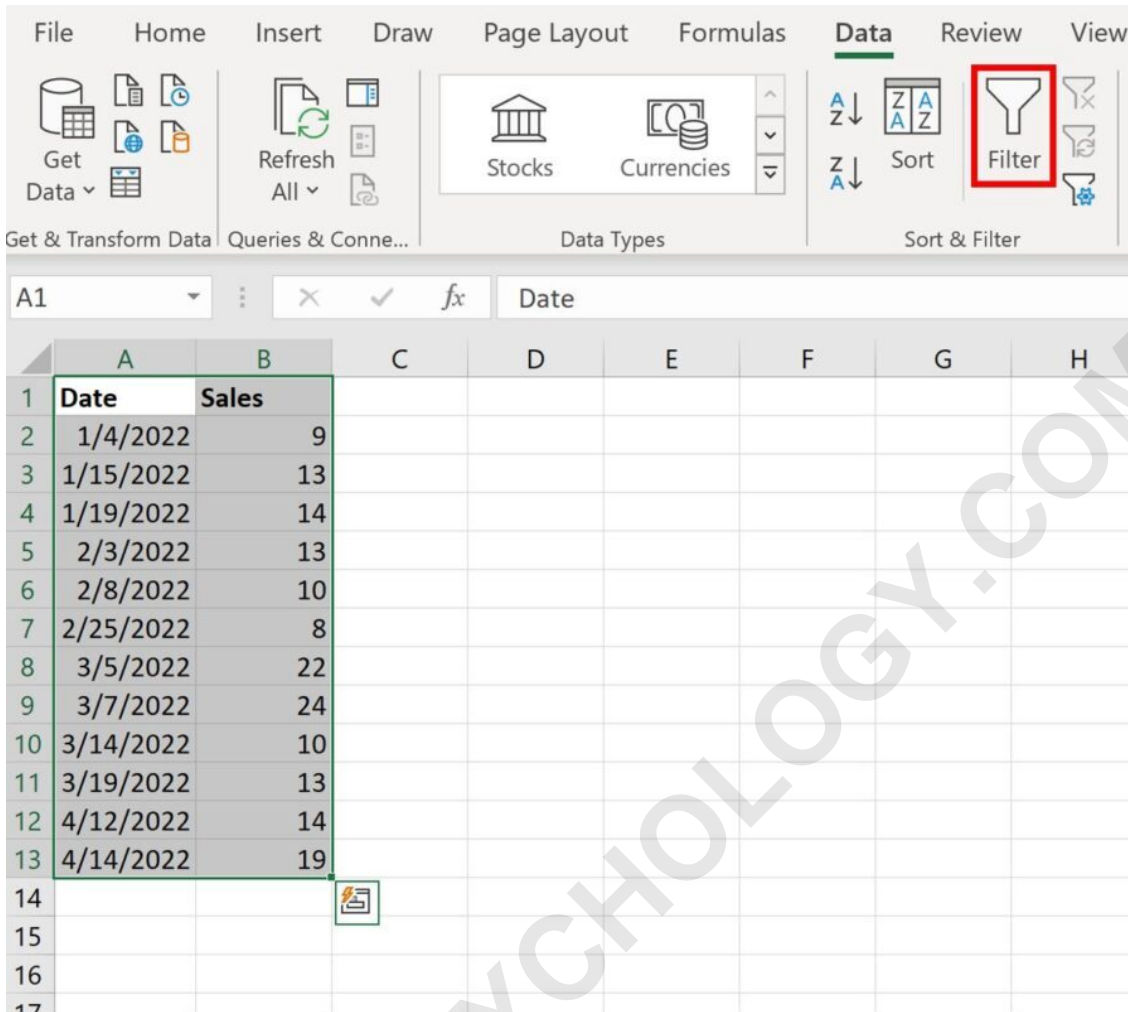
Step 1: Create the Data

First, let's create a dataset that shows the total sales made by some company on various days:

	A	B	C	D	E	F
1	Date	Sales				
2	1/4/2022	9				
3	1/15/2022	13				
4	1/19/2022	14				
5	2/3/2022	13				
6	2/8/2022	10				
7	2/25/2022	8				
8	3/5/2022	22				
9	3/7/2022	24				
10	3/14/2022	10				
11	3/19/2022	13				
12	4/12/2022	14				
13	4/14/2022	19				
14						
15						
16						
17						
18						
19						

Step 2: Add a Filter

Next, highlight the cells in the range A1:B13 and then click the Data tab along the top ribbon and click the Filter button:



The screenshot shows the Microsoft Excel interface. The 'Data' tab is selected, and the 'Filter' icon (a funnel) is highlighted with a red box. Below the ribbon, the spreadsheet is visible. The first row (row 1) has two columns: 'Date' in column A and 'Sales' in column B. The data for rows 2 through 13 is as follows:

	A	B	C	D	E	F	G	H
1	Date	Sales						
2	1/4/2022	9						
3	1/15/2022	13						
4	1/19/2022	14						
5	2/3/2022	13						
6	2/8/2022	10						
7	2/25/2022	8						
8	3/5/2022	22						
9	3/7/2022	24						
10	3/14/2022	10						
11	3/19/2022	13						
12	4/12/2022	14						
13	4/14/2022	19						

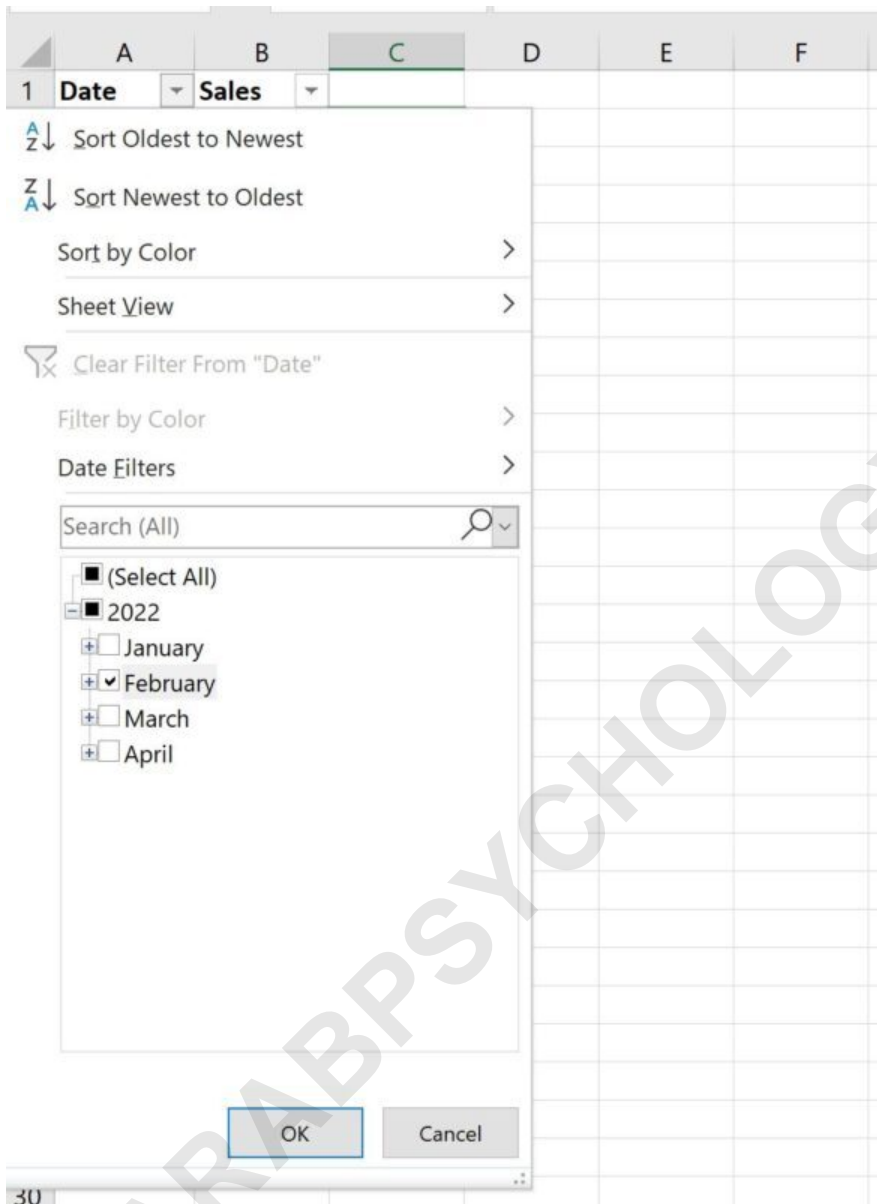
A dropdown filter will automatically be added to the first row of column A and column B.

Step 3: Filter Dates by Month

Next, we'll filter the data to only show the rows where the month contains February.

Click the dropdown arrow next to Date, then uncheck all of the boxes except the one next to February and then

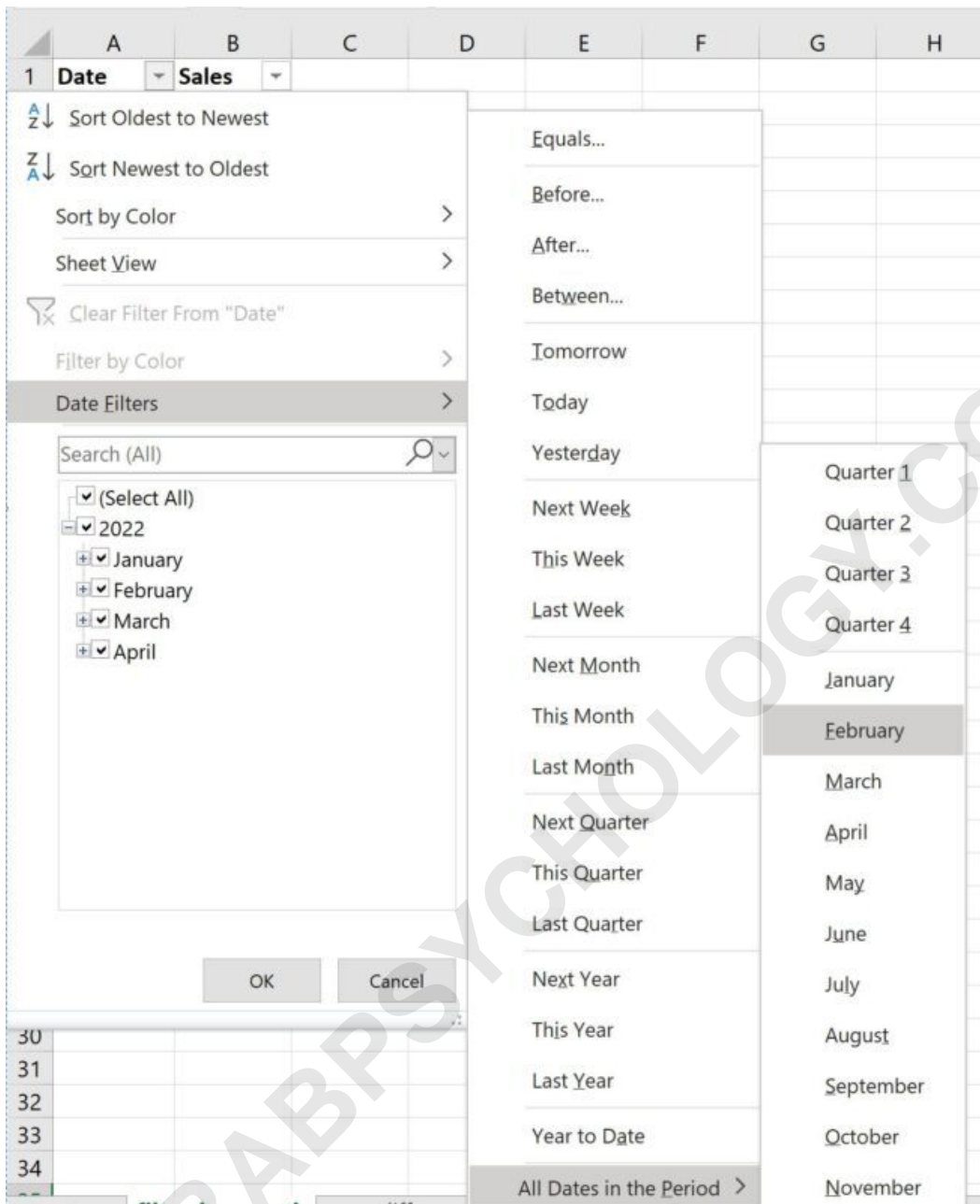
click OK:



The data will automatically be filtered to only show the rows where the date is in February:

	A	B	C	D	E	F
1	Date	Sales				
5	2/3/2022	13				
6	2/8/2022	10				
7	2/25/2022	8				
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

Note that if you have multiple years and you'd like to filter the data to only show the dates in February (while ignoring year), you can click the dropdown arrow next to Date, then Date Filters, then All Dates in the Period, then February:



The data will automatically be filtered to only show the rows where the date is in February, regardless of the year.

Additional Resources

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

ARABPSYCHOLOGY.COM