

# How can I filter dates by year in Excel?

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## RECOMMENDED CITATION

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"Filtering dates by year in Excel is a simple process that allows users to narrow down a large dataset to specific time periods. To filter dates by year, select the column containing the dates and click on the 'Filter' button. Then, click on the arrow next to the column header and select 'Date Filters.' From there, choose 'Year' and select the desired year from the drop-down menu. This will filter the data to only show dates from that specific year. This feature is particularly useful for organizing and analyzing data based on specific timeframes."

## **Filter Dates by Year in Excel (With Example)**

**Often you may want to filter dates by year 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 year in Excel.**

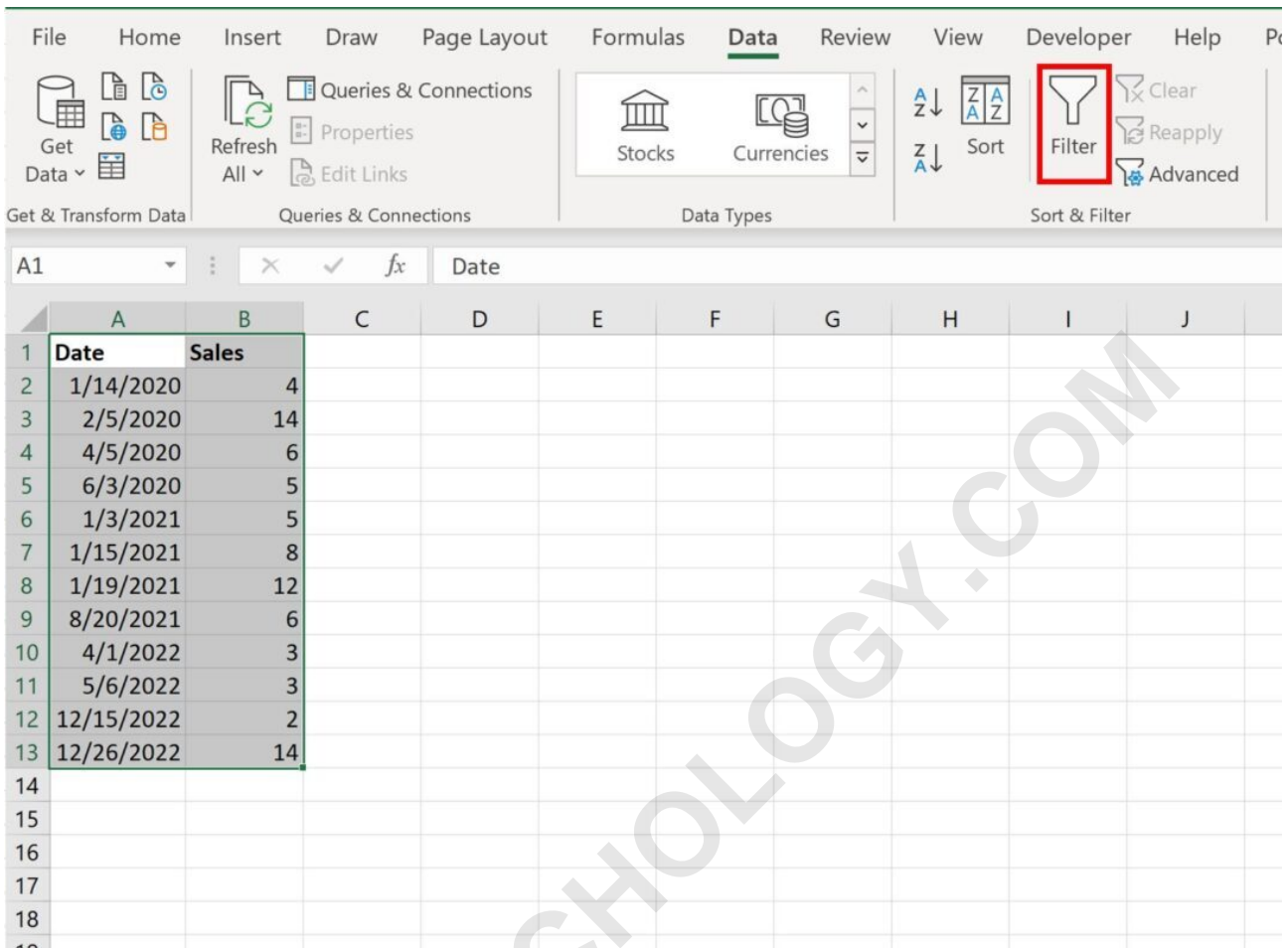
### **Step 1: Create the Data**

**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	<b>Date</b>	<b>Sales</b>				
2	1/14/2020	4				
3	2/5/2020	14				
4	4/5/2020	6				
5	6/3/2020	5				
6	1/3/2021	5				
7	1/15/2021	8				
8	1/19/2021	12				
9	8/20/2021	6				
10	4/1/2022	3				
11	5/6/2022	3				
12	12/15/2022	2				
13	12/26/2022	14				
14						
15						
16						
17						
18						
19						
20						

### 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 with the 'Data' tab selected in the ribbon. The 'Filter' icon, represented by a funnel, is highlighted with a red box. Below the ribbon, a spreadsheet is visible with columns A and B selected. Column A is labeled 'Date' and column B is labeled 'Sales'. The data in column A includes dates from 2020 to 2022. A dropdown arrow is visible in the top right corner of the 'Date' cell (A1).

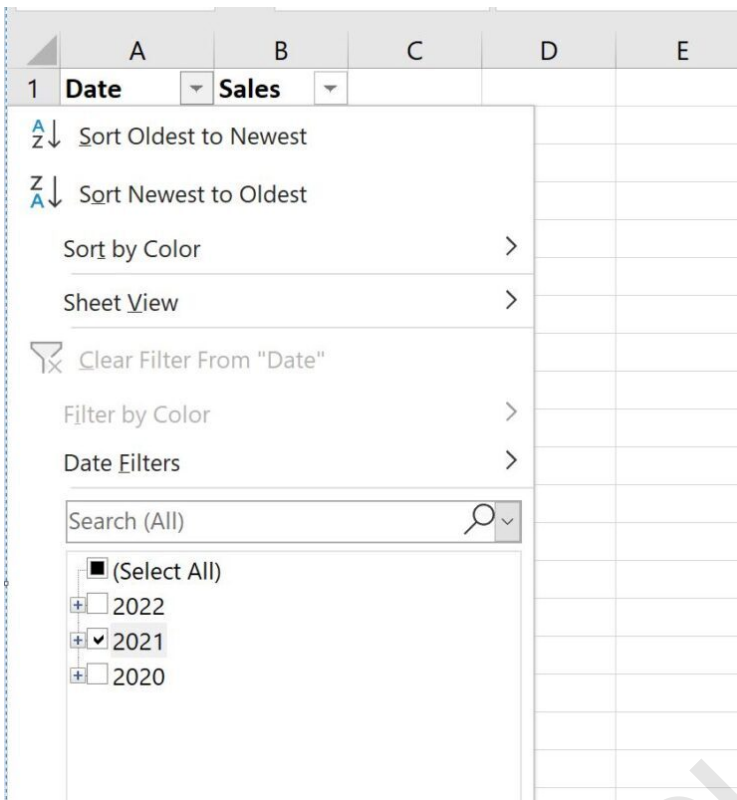
	A	B	C	D	E	F	G	H	I	J
1	Date	Sales								
2	1/14/2020	4								
3	2/5/2020	14								
4	4/5/2020	6								
5	6/3/2020	5								
6	1/3/2021	5								
7	1/15/2021	8								
8	1/19/2021	12								
9	8/20/2021	6								
10	4/1/2022	3								
11	5/6/2022	3								
12	12/15/2022	2								
13	12/26/2022	14								
14										
15										
16										
17										
18										
19										

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

**Step 3: Filter Dates by Year**

**Next, we'll filter the data to only show the rows where the year contains 2021.**

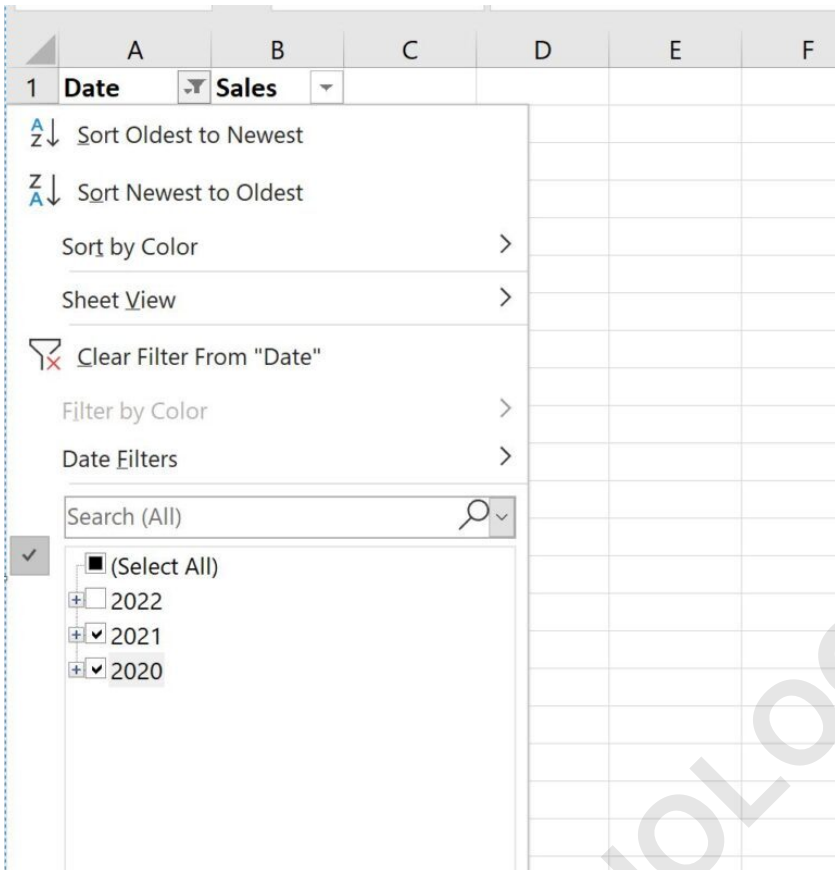
**Click the dropdown arrow next to Date, then uncheck all of the boxes except the one next to 2021 and then click OK:**



**The data will automatically be filtered to only show the rows where the date is in 2021:**

	A	B	C	D	E
1	Date	Sales			
6	1/3/2021	5			
7	1/15/2021	8			
8	1/19/2021	12			
9	8/20/2021	6			
14					
15					
16					
17					
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26					

**If you'd like to filter for multiple years (such as 2020 and 2021), simply check the boxes next to both 2020 and 2021:**



**The data will automatically be filtered to only show the rows where the date is in 2020 or 2021:**

	A	B	C	D	E
1	Date	Sales			
2	1/14/2020	4			
3	2/5/2020	14			
4	4/5/2020	6			
5	6/3/2020	5			
6	1/3/2021	5			
7	1/15/2021	8			
8	1/19/2021	12			
9	8/20/2021	6			
14					
15					
16					
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21					
22					

### Additional Resources

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