

How can I use Excel's Advanced Filter feature to filter by month?

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June 22, 2024

RECOMMENDED CITATION

stats writer (2024). *How can I use Excel's Advanced Filter feature to filter by month?*.
PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=146487>

Excel's Advanced Filter feature allows users to sort and filter data in a spreadsheet based on specific criteria. This feature can be used to filter data by month, making it easier to analyze and organize data for a specific time period. To use this feature, users can select the data they want to filter, then choose the "Advanced Filter" option from the "Data" tab. From there, they can specify the criteria for filtering by choosing the desired month in the filter options. This allows for quick and efficient data analysis and organization by month.

Excel Advanced Filter: Filter by Month

You can use the Advanced Filter function in Excel to filter the rows in a dataset by month.

The following example shows how to do so.

Example: How to Filter by Month in Excel Advanced Filter

Suppose we have the following dataset that shows the total sales made on various dates by some company:

	A	B	C	D	E	F
1	Date	Sales				
2	1/1/2023	15				
3	1/14/2023	12				
4	1/22/2023	8				
5	2/1/2023	9				
6	2/24/2023	9				
7	3/8/2023	10				
8	3/20/2023	20				
9	3/21/2023	23				
10	4/5/2023	18				
11	4/11/2023	14				
12	4/12/2023	19				
13						
14						
15						
16						
17						
18						

Now suppose we'd like to filter for rows where the date is in March.

To do so, we can create a new column that contains the month for each date by typing the following formula into cell C2:

=MONTH(A2)

We can then click and drag this formula down to each remaining cell in column C:

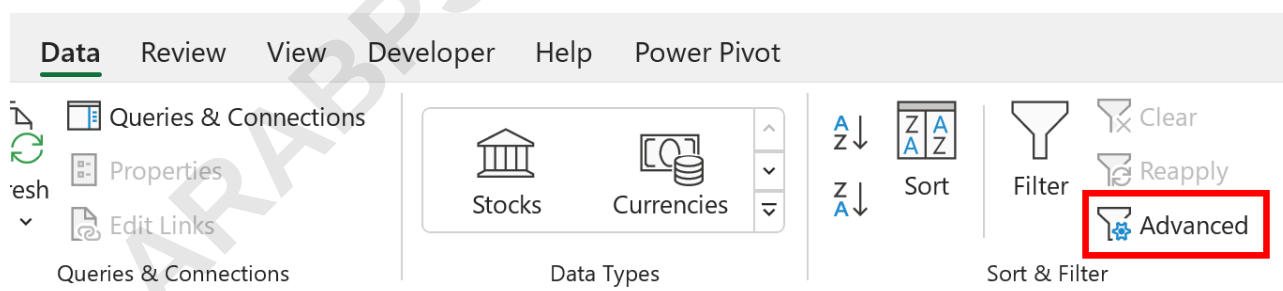
C2	✕	✓	<i>fx</i>	=MONTH(A2)			
	A	B	C	D	E	F	
1	Date	Sales	Month				
2	1/1/2023	15	1				
3	1/14/2023	12	1				
4	1/22/2023	8	1				
5	2/1/2023	9	2				
6	2/24/2023	9	2				
7	3/8/2023	10	3				
8	3/20/2023	20	3				
9	3/21/2023	23	3				
10	4/5/2023	18	4				
11	4/11/2023	14	4				
12	4/12/2023	19	4				
13							
14							
15							
16							

Column C now contains the month number for each date in column A.

Next, type the column name we'd like to filter on in cell E1 and the month we'd like to filter for in cell E2:

	A	B	C	D	E	F
1	Date	Sales	Month		Month	
2	1/1/2023	15	1		3	
3	1/14/2023	12	1			
4	1/22/2023	8	1			
5	2/1/2023	9	2			
6	2/24/2023	9	2			
7	3/8/2023	10	3			
8	3/20/2023	20	3			
9	3/21/2023	23	3			
10	4/5/2023	18	4			
11	4/11/2023	14	4			
12	4/12/2023	19	4			
13						
14						
15						
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17						

Next, we can click the **Data** tab and then click the **Advanced Filter** button:



We'll choose **A1:C12** as the list range and **E1:E2** as the criteria range:

	A	B	C	D	E	F	G	H
1	Date	Sales	Month		Month			
2	1/1/2023	15	1		3			
3	1/14/2023	12	1					
4	1/22/2023	8	1					
5	2/1/2023	9	2					
6	2/24/2023	9	2					
7	3/8/2023	10	3					
8	3/20/2023	20	3					
9	3/21/2023	23	3					
10	4/5/2023	18	4					
11	4/11/2023	14	4					
12	4/12/2023	19	4					
13								
14								
15								
16								
17								
18								
19								
20								
21								

Advanced Filter ? X

Action

☒ Filter the list, in-place

☐ Copy to another location

List range: A1:C12 ↑

Criteria range: E1:E2 ↑

Copy to: \$L\$1 ↑

☐ Unique records only

OK Cancel

	A	B	C	D	E	F
1	Date	Sales	Month		Month	
7	3/8/2023	10	3			
8	3/20/2023	20	3			
9	3/21/2023	23	3			
13						
14						
15						
16						
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22						
23						

Notice that each date in the filtered data is in March.

If you'd like to filter using a range of months, you can define two months as criteria.

For example, you can use the following syntax to filter the data for dates that have months between February and April:

	A	B	C	D	E	F	G	H
1	Date	Sales	Month		Month	Month		
2	1/1/2023	15	1		>=2	<=4		
3	1/14/2023	12	1					
4	1/22/2023	8	1					
5	2/1/2023	9	2					
6	2/24/2023	9	2					
7	3/8/2023	10	3					
8	3/20/2023	20	3					
9	3/21/2023	23	3					
10	4/5/2023	18	4					
11	4/11/2023	14	4					
12	4/12/2023	19	4					
13								
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18								
19								
20								
21								
22								
23								

Advanced Filter ? X

Action

☒ Filter the list, in-place

☐ Copy to another location

List range: A1:C12 ↑

Criteria range: E1:F2 ↑

Copy to: \$L\$1 ↑

☐ Unique records only

OK Cancel

Once we click OK, the dataset will be filtered to only show rows where the date between February and April:

	A	B	C	D	E	F	G
1	Date	Sales	Month		Month	Month	
5	2/1/2023	9	2				
6	2/24/2023	9	2				
7	3/8/2023	10	3				
8	3/20/2023	20	3				
9	3/21/2023	23	3				
10	4/5/2023	18	4				
11	4/11/2023	14	4				
12	4/12/2023	19	4				
13							
14							
15							
16							
17							
18							
19							

Notice that each date in the filtered data is between February and April.

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