

How do I use Excel to filter a column by multiple values?

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PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=156289>

Excel is a powerful tool that allows users to organize and analyze large sets of data. One useful feature of Excel is the ability to filter data based on specific criteria. This allows users to quickly extract and view only the information that is relevant to their needs. To filter a column by multiple values in Excel, users can use the "Filter" function and select the desired values to be displayed. This feature is particularly useful when working with large datasets, as it helps to narrow down the information and make it easier to analyze. By using Excel's filtering capabilities, users can efficiently sort and manipulate their data to meet their specific needs.

Excel: Filter a Column by Multiple Values

Often you may want to filter a column by multiple values in Excel.

Fortunately this is easy to do using the Advanced Filter function.

The following example shows how to use this function in practice.

Example: Filter Column by Multiple Values in Excel

Suppose we have the following dataset that contains information about various basketball players:

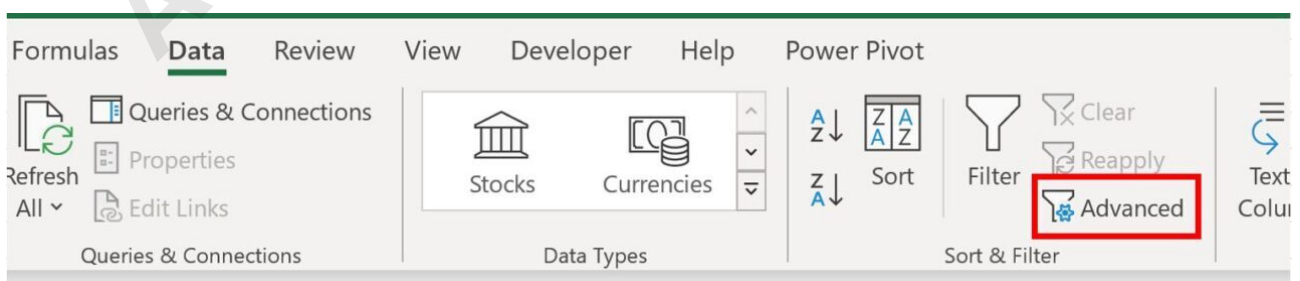
	A	B	C	D	E	F
1	Team	Position	Points			
2	Mavs	Guard	14			
3	Mavs	Guard	25			
4	Celtics	Forward	22			
5	Heat	Forward	20			
6	Celtics	Center	18			
7	Mavs	Guard	17			
8	Warriors	Guard	13			
9	Heat	Guard	13			
10	Celtics	Forward	16			
11	Nuggets	Center	17			
12	Warriors	Guard	12			
13	Jazz	Forward	9			
14	Heat	Forward	13			
15	Jazz	Forward	30			
16	Celtics	Center	22			
17						
18						
19						
20						
21						
22						
23						

Now suppose we'd like to filter the dataset to only show rows where the Team column contains Heat or Celtics.

To do so, we can create a column that specifies which teams we'd like to filter for:

	A	B	C	D	E	F	G
1	Team	Position	Points		Team		
2	Mavs	Guard	14		Heat		
3	Mavs	Guard	25		Celtics		
4	Celtics	Forward	22				
5	Heat	Forward	20				
6	Celtics	Center	18				
7	Mavs	Guard	17				
8	Warriors	Guard	13				
9	Heat	Guard	13				
10	Celtics	Forward	16				
11	Nuggets	Center	17				
12	Warriors	Guard	12				
13	Jazz	Forward	9				
14	Heat	Forward	13				
15	Jazz	Forward	30				
16	Celtics	Center	22				
17							
18							
19							
20							
21							
22							

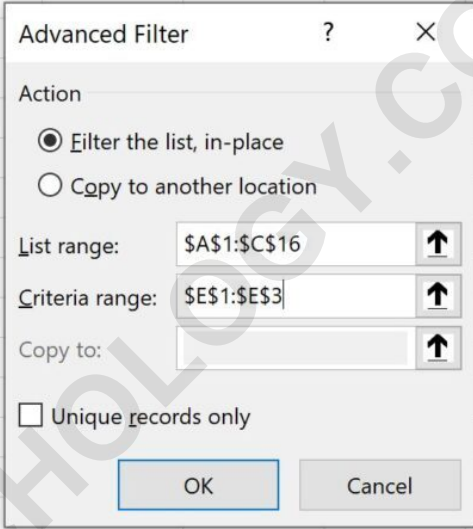
Then, click the **Data** tab along the top ribbon and then click the **Advanced** button within the **Sort & Filter** group:



In the new window that appears, use **A1:C16** as the List

range and E1:E3 as the Criteria range:

	A	B	C	D	E	F	G
1	Team	Position	Points		Team		
2	Mavs	Guard	14		Heat		
3	Mavs	Guard	25		Celtics		
4	Celtics	Forward	22				
5	Heat	Forward	20				
6	Celtics	Center	18				
7	Mavs	Guard	17				
8	Warriors	Guard	13				
9	Heat	Guard	13				
10	Celtics	Forward	16				
11	Nuggets	Center	17				
12	Warriors	Guard	12				
13	Jazz	Forward	9				
14	Heat	Forward	13				
15	Jazz	Forward	30				
16	Celtics	Center	22				
17							
18							
19							
20							
21							
22							



The Advanced Filter dialog box is shown over the spreadsheet. It has the title 'Advanced Filter' and a close button. Under the 'Action' section, the 'Filter the list, in-place' radio button is selected. The 'List range' is set to '\$A\$1:\$C\$16', the 'Criteria range' is set to '\$E\$1:\$E\$3', and the 'Copy to' field is empty. There is an unchecked checkbox for 'Unique records only' and 'OK' and 'Cancel' buttons at the bottom.

Once you click OK, the data will automatically be filtered to only show rows where the team name is equal to Heat or Celtics:

	A	B	C	D	E	F
1	Team	Position	Points		Team	
4	Celtics	Forward	22			
5	Heat	Forward	20			
6	Celtics	Center	18			
9	Heat	Guard	13			
10	Celtics	Forward	16			
14	Heat	Forward	13			
16	Celtics	Center	22			
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In this particular example, we chose to filter the data in-place.

If you'd like the filtered data to appear in a different location, simply check the button next to Copy to another location within the Advanced Filter window.

Additional Resources

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