

# How to Filter Dates by Year in Excel (With Example)

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## RECOMMENDED CITATION

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In Excel, you can use the YEAR function to filter data by year. You can use this function to extract the year from a date in a cell. To do this, you first need to enter the date in the cell, then use the YEAR formula to extract the year. Once you have extracted the year, you can then use the Filter feature in Excel to filter the data by the year. This example shows you how to filter dates by year in Excel.

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

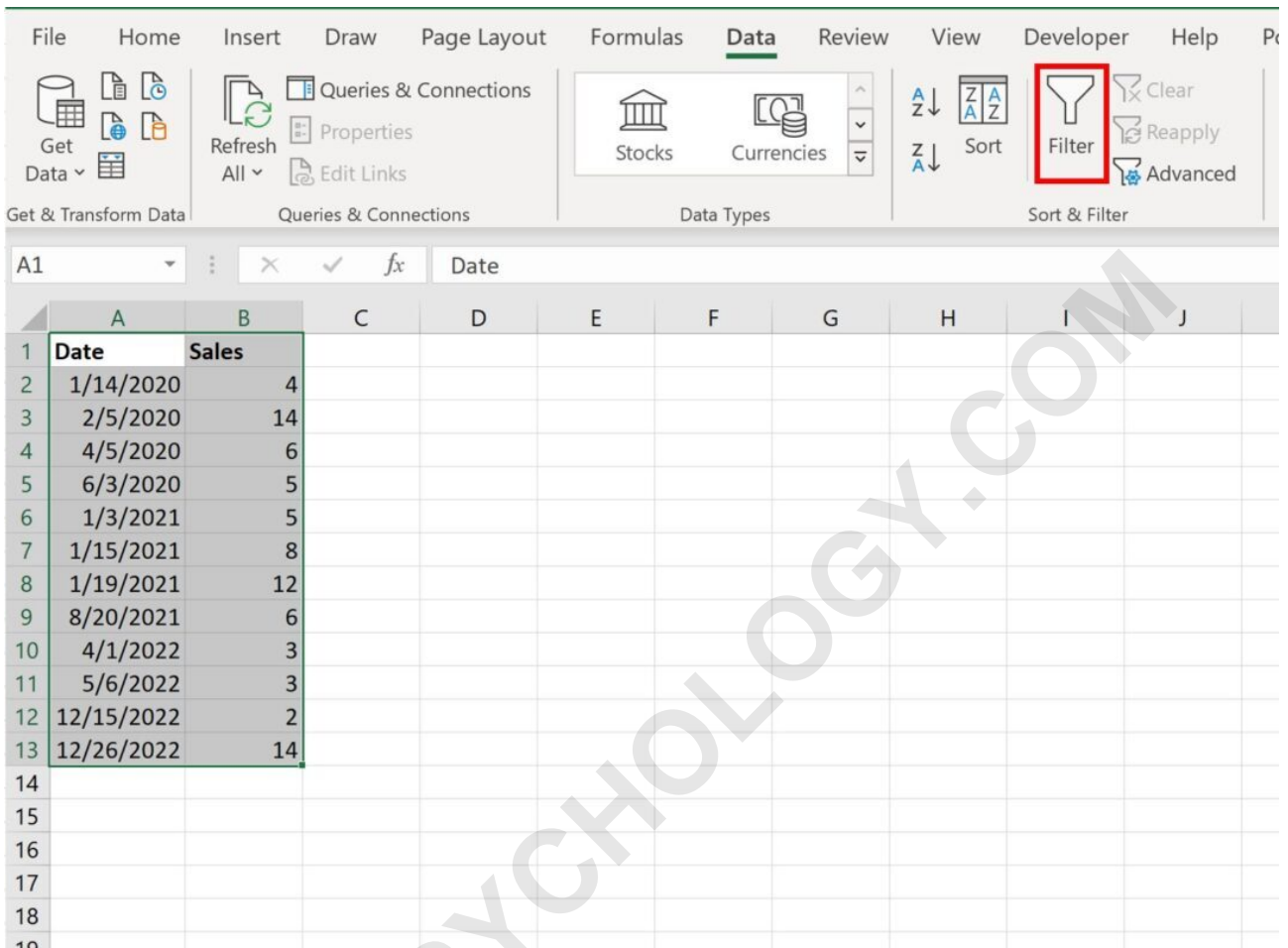
First, let's create a dataset that shows the total sales made by some company on various days:

	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. The 'Data' tab is active on the ribbon, and the 'Filter' button 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, and column B shows corresponding sales values.

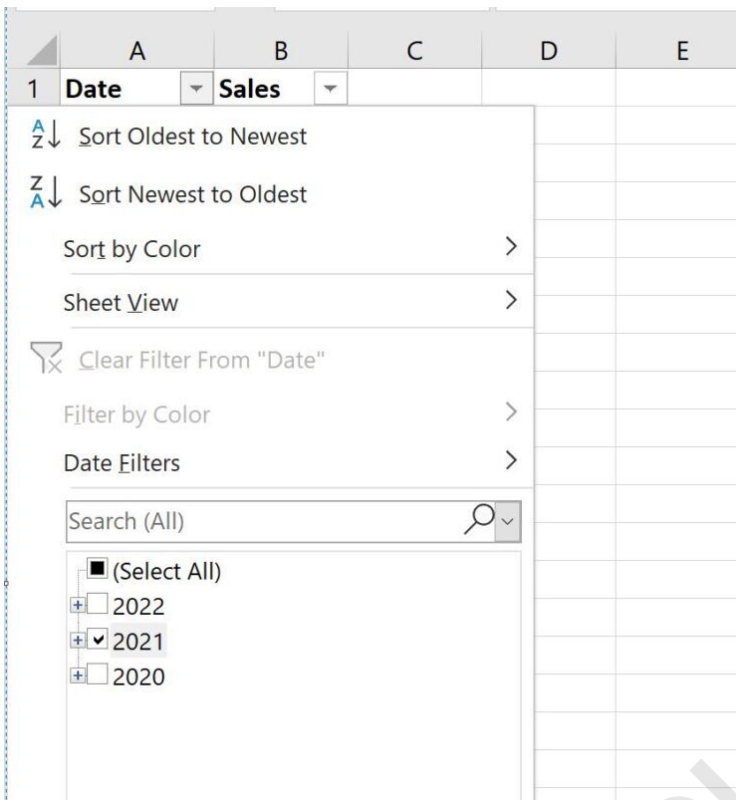
	A	B	C	D	E	F	G	H	I	J
1	<b>Date</b>	<b>Sales</b>								
2	1/14/2020	4								
3	2/5/2020	14								
4	4/5/2020	6								
5	6/3/2020	5								
6	1/3/2021	5								
7	1/15/2021	8								
8	1/19/2021	12								
9	8/20/2021	6								
10	4/1/2022	3								
11	5/6/2022	3								
12	12/15/2022	2								
13	12/26/2022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

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.

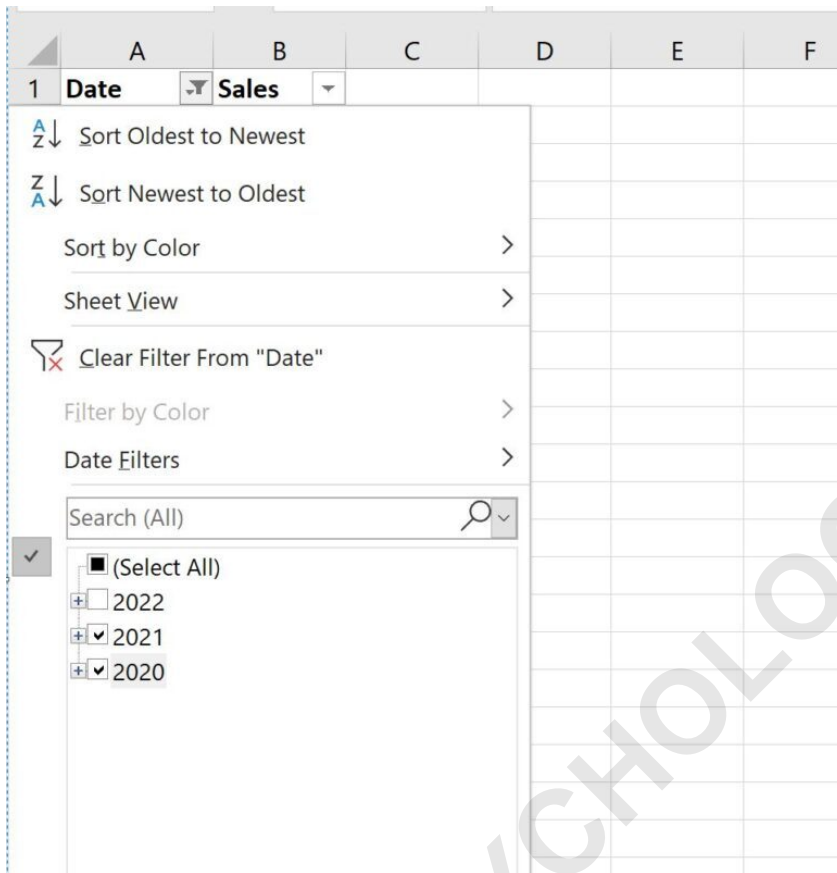
Click the dropdown arrow next to **Date**, then uncheck all of the boxes except the one next to **2021** and then click **OK**:



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					
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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					
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