

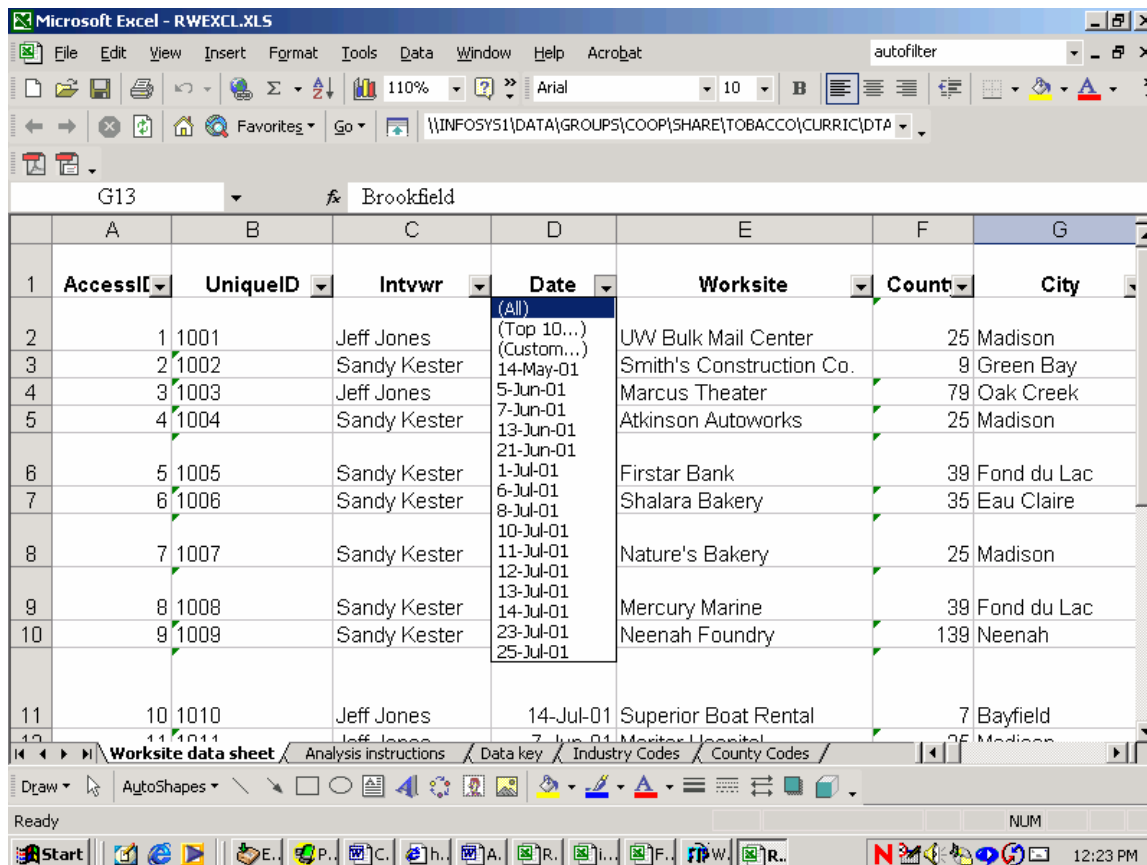
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When analyzing evaluation information, Excel may be the only tool available to organize data. One handy feature in Excel may make data analysis a little easier.

AutoFilter is one way to “query” data without having to jump through a lot of hoops. For example, if you wanted to display only a list of worksites with 150 or more employees that allowed smoking anywhere in the building, you could use AutoFilter to display that list.

“Filtering” is a way to find and work with a subset of data in a list. (A list is a series of worksheet rows that contain related data, such as responses from a worksite or restaurant survey. The first row of the list has labels for the columns.) A *filtered* list displays only the rows that meet the criteria, or characteristics, you specify for a column.

Below, AutoFilter appears on an Excel worksheet of worksite survey data. Note the small pull-down arrows at the top of each column. All responses for that column, along with options to customize the query, appear when you click on that arrow. (To download a file with this data and “experiment” with Excel functions, go to the UW Extension Evaluation Technical Assistance Web Site: www.uwex.edu/ces/tobaccoeval/AutoFilter.xls.)



Unlike sorting, filtering does not rearrange a list. Filtering temporarily hides rows you do not want displayed. When Excel filters rows, you can edit, format, chart, and print your list subset without rearranging or moving it. You can also “customize” your filter by selecting “Custom” under each pull-down arrow and specifying criteria. What’s more, you can customize by more than one variable (column heading) at a time.

Example: To display only a list of worksites more than 150 employees that allowed smoking anywhere in the building, click the “custom” option under the pull-down arrow at the top of the “number of employees” column. Enter “>150” in the two fields at the top. Then customize the smoking policy question using the code 1 (if you are using the MEP survey) to indicate the response that employees are not allowed to smoke anywhere inside the building.

To use AutoFilter:

- 1) Download our “dummy” worksheet from our web site, or work with a **copy** of your own spreadsheet data to avoid losing any of your own data.
- 2) Make sure you have a **heading row** that contains labels for your data.
- 3) Highlight **only that row** by clicking on the grey row number all the way to the left side of the Excel worksheet.
- 4) Choose **Data > Filter > AutoFilter**. Small arrows will appear at the top of the columns. (We have already
- 5) To customize your filter, follow the instructions for AutoFilter in Excel’s Help file.

A few technical notes may help:

- **Note 1:** Do not forget to “deselect” the criteria you originally selected. When the list is “filtered,” you will notice the arrow at the top and the row numbers at the left are both blue.
- **Note 2:** Empty rows will mean that AutoFilter will not display your entire list. To avoid missing some of your data, delete any empty rows.
- **Note 3:** To display “word” data so that you can see it all in one cell (such as comments from an end-of-session questionnaire), click to highlight the cell or column of information you would like to display. Then choose the **Format > Cells > Alignment** command and check the “wrap text” box.

Finally, a few definitions for Excel:

- **List:** A series of worksheet rows that contain related data, such as responses from a worksite or restaurant survey. The first row of the list has labels for the columns
- **Cell:** One “square” in an Excel worksheet. Tip: don’t enter more than one piece of information in a cell.
- **Worksheet:** Microsoft’s name for a spreadsheet. More than one worksheet in a file is called a Workbook.