



Microsoft Excel Advanced



FILTERS

Filters help display relevant data by eliminating the irrelevant entries temporarily from the view. The data is filtered as per the given criteria. The purpose of filtering is to focus on the crucial areas of a dataset.

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FILTERS

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FUNCTION

Apply a number filter to only display the records where Sales is greater than €10,000.

HOW TO...

1. Click inside the data set.
2. **DATA** tab
3. **FILTER** icon
4. Click the arrow next to **Sales**
5. Click **Number Filters**
6. Select **Greater Than**
7. Type **10000**
8. **OK**

NUMBER & TEXT

Purpose:

Filter range with g

Return value:

Array of filtered va

Function:

Data tab > Sort & F

| Last Name | Sales | Country | Quarter |
|-----------|-------------|---------|---------|
| Smith | € 16,753.00 | UK | Qtr 3 |
| Johnson | € 14,808.00 | USA | Qtr 4 |
| Williams | € 10,644.00 | UK | Qtr 2 |
| Jones | € 1,390.00 | USA | Qtr 3 |
| Brown | € 4,865.00 | USA | Qtr 4 |
| Williams | € 12,438.00 | UK | Qtr 1 |
| Johnson | € 9,339.00 | UK | Qtr 2 |
| Smith | € 18,919.00 | USA | Qtr 3 |
| Jones | € 9,213.00 | USA | Qtr 4 |
| Jones | € 7,433.00 | UK | Qtr 1 |
| Brown | € 3,255.00 | USA | Qtr 2 |
| Williams | € 14,867.00 | USA | Qtr 3 |
| Williams | € 19,302.00 | UK | Qtr 4 |
| Smith | € 9,698.00 | USA | Qtr 1 |

Apply a text filter to only display the records where the second character of Last Name equals to 'm'.

HOW TO...

1. Click inside the data set.
2. **DATA** tab
3. **FILTER** icon
4. Click the arrow next to **Last Name**
5. Click **Text Filters**
6. Select **Equals**
7. Type **?m***
8. **OK**

| Last Name | Sales | Country | Quarter |
|-----------|-------------|---------|---------|
| Smith | € 16,753.00 | UK | Qtr 3 |
| Johnson | € 14,808.00 | USA | Qtr 4 |
| Williams | € 10,644.00 | UK | Qtr 2 |
| Jones | € 1,390.00 | USA | Qtr 3 |
| Brown | € 4,865.00 | USA | Qtr 4 |
| Williams | € 12,438.00 | UK | Qtr 1 |
| Johnson | € 9,339.00 | UK | Qtr 2 |

| | | | |
|----------|-------------|-----|-------|
| Smith | € 18,919.00 | USA | Qtr 3 |
| Jones | € 9,213.00 | USA | Qtr 4 |
| Jones | € 7,433.00 | UK | Qtr 1 |
| Brown | € 3,255.00 | USA | Qtr 2 |
| Williams | € 14,867.00 | USA | Qtr 3 |
| Williams | € 19,302.00 | UK | Qtr 4 |
| Smith | € 9,698.00 | USA | Qtr 1 |

Apply a text filter to only display the records of all Quarters except Qtr 1.

HOW TO...

1. Click inside the data set.
2. **DATA** tab
3. **FILTER** icon
4. Click the arrow next to **Quarter**
5. Click **Text Filters**
6. Select **Does Not Equal**
7. Type **Qtr 1**

| Last Name | Sales | Country | Quarter |
|-----------|-------------|---------|---------|
| Smith | € 16,753.00 | UK | Qtr 3 |
| Johnson | € 14,808.00 | USA | Qtr 4 |
| Williams | € 10,644.00 | UK | Qtr 2 |
| Jones | € 1,390.00 | USA | Qtr 3 |
| Brown | € 4,865.00 | USA | Qtr 4 |
| Williams | € 12,438.00 | UK | Qtr 1 |
| Johnson | € 9,339.00 | UK | Qtr 2 |
| Smith | € 18,919.00 | USA | Qtr 3 |
| Jones | € 9,213.00 | USA | Qtr 4 |
| Jones | € 7,433.00 | UK | Qtr 1 |
| Brown | € 3,255.00 | USA | Qtr 2 |
| Williams | € 14,867.00 | USA | Qtr 3 |
| Williams | € 19,302.00 | UK | Qtr 4 |
| Smith | € 9,698.00 | USA | Qtr 1 |

Apply a filter to only display the records where Country is USA and Sales is between €1000 and €5000

HOW TO...

1. Click inside the data set.
2. **DATA** tab
3. **FILTER** icon
4. Click the arrow next to **Country**
5. Select **USA**
6. Click the arrow next to **Sales**

6. Click the arrow next to **Sales**
7. Click **Number Filters**
8. Select **Between**
9. Type **1000**
10. Type **5000**
11. **OK**

| Last Name | Sales | Country | Quarter |
|-----------|-------------|---------|---------|
| Smith | € 16,753.00 | UK | Qtr 3 |
| Johnson | € 14,808.00 | USA | Qtr 4 |
| Williams | € 10,644.00 | UK | Qtr 2 |
| Jones | € 1,390.00 | USA | Qtr 3 |
| Brown | € 4,865.00 | USA | Qtr 4 |
| Williams | € 12,438.00 | UK | Qtr 1 |
| Johnson | € 9,339.00 | UK | Qtr 2 |
| Smith | € 18,919.00 | USA | Qtr 3 |
| Jones | € 9,213.00 | USA | Qtr 4 |
| Jones | € 7,433.00 | UK | Qtr 1 |
| Brown | € 3,255.00 | USA | Qtr 2 |
| Williams | € 14,867.00 | USA | Qtr 3 |
| Williams | € 19,302.00 | UK | Qtr 4 |
| Smith | € 9,698.00 | USA | Qtr 1 |

EXT FILTERS



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alues.

Filter group > Filter...



Apply a date filter to display the sales in 2022, April

HOW TO...

1. Click inside the data set.
2. **DATA** tab
3. **FILTER** icon
4. Click the arrow next to **Date**
5. Click **Select All** to clear all the check boxes
6. Click the **+** sign next to **2022**
7. Click the check box **April**
8. **OK**

| Last Name | Sales | Country | Date |
|-----------|-------------|---------|------------|
| Smith | € 16,753.00 | UK | 4/25/2022 |
| Johnson | € 14,808.00 | USA | 1/5/2022 |
| Williams | € 10,644.00 | UK | 4/13/2022 |
| Jones | € 1,390.00 | USA | 5/5/2022 |
| Brown | € 4,865.00 | USA | 1/21/2022 |
| Williams | € 12,438.00 | UK | 6/6/2022 |
| Johnson | € 9,339.00 | UK | 11/14/2021 |
| Smith | € 18,919.00 | USA | 5/25/2022 |
| Jones | € 9,213.00 | USA | 10/26/2021 |
| Jones | € 7,433.00 | UK | 11/1/2021 |
| Brown | € 3,255.00 | USA | 5/18/2022 |
| Williams | € 14,867.00 | USA | 1/5/2022 |
| Williams | € 19,302.00 | UK | 8/23/2022 |
| Smith | € 9,698.00 | USA | 1/17/2022 |

Apply a date filter to display the sales of last month.

HOW TO...

1. Click inside the data set.
2. **DATA** tab
3. **FILTER** icon
4. Click **Date Filters**
5. Select **Last Month**
6. **OK**

| Last Name | Sales | Country | Date |
|-----------|-------------|---------|------------|
| Smith | € 16,753.00 | UK | 4/25/2022 |
| Johnson | € 14,808.00 | USA | 12/5/2022 |
| Williams | € 10,644.00 | UK | 4/13/2022 |
| Jones | € 1,390.00 | USA | 5/5/2022 |
| Brown | € 4,865.00 | USA | 1/21/2022 |
| Williams | € 12,438.00 | UK | 12/6/2022 |
| Johnson | € 9,339.00 | UK | 11/14/2021 |

| | | | |
|----------|-------------|-----|------------|
| Smith | € 18,919.00 | USA | 5/25/2022 |
| Jones | € 9,213.00 | USA | 10/26/2021 |
| Jones | € 7,433.00 | UK | 11/1/2021 |
| Brown | € 3,255.00 | USA | 5/18/2022 |
| Williams | € 14,867.00 | USA | 1/5/2022 |
| Williams | € 19,302.00 | UK | 8/23/2022 |
| Smith | € 9,698.00 | USA | 1/17/2022 |

Apply a date filter to display the sales of this quarter.

HOW TO...

1. Click inside the data set.
2. **DATA** tab
3. **FILTER** icon
4. Click **Date Filters**
5. Select **This Quarter**
6. **OK**

| Last Name | Sales | Country | Date |
|-----------|-------------|---------|------------|
| Smith | € 16,753.00 | UK | 4/25/2023 |
| Johnson | € 14,808.00 | USA | 1/5/2023 |
| Williams | € 10,644.00 | UK | 4/13/2023 |
| Jones | € 1,390.00 | USA | 5/5/2023 |
| Brown | € 4,865.00 | USA | 1/21/2023 |
| Williams | € 12,438.00 | UK | 6/6/2023 |
| Johnson | € 9,339.00 | UK | 11/14/2023 |
| Smith | € 18,919.00 | USA | 5/25/2023 |
| Jones | € 9,213.00 | USA | 10/26/2021 |
| Jones | € 7,433.00 | UK | 11/1/2021 |
| Brown | € 3,255.00 | USA | 5/18/2023 |
| Williams | € 14,867.00 | USA | 1/5/2023 |
| Williams | € 19,302.00 | UK | 8/23/2023 |
| Smith | € 9,698.00 | USA | 1/17/2023 |

Apply a date filter to display the 1st week's sales of current month.

HOW TO...

1. Click inside the data set.
2. **DATA** tab
3. **FILTER** icon
4. Click **Date Filters**
5. Select **Between**
6. Type **01/06/2022** (is after or equal to)

7. Type **07/06/2022** (is before or equal to)

6. **OK**

| Last Name | Sales | Country | Date |
|-----------|-------------|---------|------------|
| Smith | € 16,753.00 | UK | 4/25/2022 |
| Johnson | € 14,808.00 | USA | 1/5/2022 |
| Williams | € 10,644.00 | UK | 4/13/2022 |
| Jones | € 1,390.00 | USA | 5/5/2022 |
| Brown | € 4,865.00 | USA | 1/21/2022 |
| Williams | € 12,438.00 | UK | 6/6/2022 |
| Johnson | € 9,339.00 | UK | 11/14/2021 |
| Smith | € 18,919.00 | USA | 5/25/2022 |
| Jones | € 9,213.00 | USA | 10/26/2021 |
| Jones | € 7,433.00 | UK | 11/1/2021 |
| Brown | € 3,255.00 | USA | 5/18/2022 |
| Williams | € 14,867.00 | USA | 1/5/2022 |
| Williams | € 19,302.00 | UK | 8/23/2022 |
| Smith | € 9,698.00 | USA | 1/17/2022 |

DATE FILTERS



Purpose:

Filters range with given criteria.

Return value:

Array of filtered values.

Function:


Data tab > Sort & Filter > Filter...

Apply an advanced filter to display the sales in the USA in Qtr 4.

HOW TO...

1. Click inside the data set.
2. **DATA** tab
3. **FILTER** icon
4. Click **Advanced**
5. Click in **Criteria Range box**
6. Select the **Criteria Range**
7. **OK**

AND Criteria Range



| Last Name | Sales | Country | Quarter |
|-----------|-------|---------|---------|
| | | USA | Qtr 4 |

| Last Name | Sales | Country | Quarter |
|-----------|-------------|---------|---------|
| Smith | € 16,753.00 | UK | Qtr 3 |
| Johnson | € 14,808.00 | USA | Qtr 4 |
| Williams | € 10,644.00 | UK | Qtr 2 |
| Jones | € 1,390.00 | USA | Qtr 3 |
| Brown | € 4,865.00 | USA | Qtr 4 |
| Williams | € 12,438.00 | UK | Qtr 1 |
| Johnson | € 9,339.00 | UK | Qtr 2 |
| Smith | € 18,919.00 | USA | Qtr 3 |
| Jones | € 9,213.00 | USA | Qtr 4 |
| Jones | € 7,433.00 | UK | Qtr 1 |
| Brown | € 3,255.00 | USA | Qtr 2 |
| Williams | € 14,867.00 | USA | Qtr 3 |
| Williams | € 19,302.00 | UK | Qtr 4 |
| Smith | € 9,698.00 | USA | Qtr 1 |

Apply an advanced filter to display the sales in the USA in Qtr 4 OR in the UK in Qtr 1.

HOW TO...

1. Click inside the data set.
2. **DATA** tab
3. **FILTER** icon
4. Click **Advanced**
5. Click in **Criteria Range box**
6. Select the **Criteria Range**
7. **OK**

OR Criteria Range



| Last Name | Sales | Country | Quarter |
|-----------|-------|---------|---------|
|-----------|-------|---------|---------|

| | | | |
|--|--|-----|-------|
| | | USA | Qtr 4 |
| | | UK | Qtr 1 |

| Last Name | Sales | Country | Quarter |
|-----------|-------------|---------|---------|
| Smith | € 16,753.00 | UK | Qtr 3 |
| Johnson | € 14,808.00 | USA | Qtr 4 |
| Williams | € 10,644.00 | UK | Qtr 2 |
| Jones | € 1,390.00 | USA | Qtr 3 |
| Brown | € 4,865.00 | USA | Qtr 4 |
| Williams | € 12,438.00 | UK | Qtr 1 |
| Johnson | € 9,339.00 | UK | Qtr 2 |
| Smith | € 18,919.00 | USA | Qtr 3 |
| Jones | € 9,213.00 | USA | Qtr 4 |
| Jones | € 7,433.00 | UK | Qtr 1 |
| Brown | € 3,255.00 | USA | Qtr 2 |
| Williams | € 14,867.00 | USA | Qtr 3 |
| Williams | € 19,302.00 | UK | Qtr 4 |
| Smith | € 9,698.00 | USA | Qtr 1 |

Apply an advanced filter to display the sales in the USA in Qtr 4 greater than €10000 OR in the

HOW TO...

1. Click inside the data set.
2. **DATA** tab
3. **FILTER** icon
4. Click **Advanced**
5. Click in **Criteria Range box**
6. Select the **Criteria Range** (including the formula)
7. **OK**

FORMULA Criteria Range

| Last Name | Sales | Country | Quarter | |
|-----------|-------|---------|---------|------|
| | | USA | Qtr 4 | TRUE |
| | | UK | Qtr 1 | |

=B86>10000

| Last Name | Sales | Country | Quarter |
|-----------|-------------|---------|---------|
| Smith | € 16,753.00 | UK | Qtr 3 |
| Johnson | € 14,808.00 | USA | Qtr 4 |
| Williams | € 10,644.00 | UK | Qtr 2 |
| Jones | € 1,390.00 | USA | Qtr 3 |
| Brown | € 4,865.00 | USA | Qtr 4 |
| Williams | € 12,438.00 | UK | Qtr 1 |
| Johnson | € 9,339.00 | UK | Qtr 2 |

| | | | |
|----------|-------------|-----|-------|
| Smith | € 18,919.00 | USA | Qtr 3 |
| Jones | € 9,213.00 | USA | Qtr 4 |
| Jones | € 7,433.00 | UK | Qtr 1 |
| Brown | € 3,255.00 | USA | Qtr 2 |
| Williams | € 14,867.00 | USA | Qtr 3 |
| Williams | € 19,302.00 | UK | Qtr 4 |
| Smith | € 9,698.00 | USA | Qtr 1 |

ADVANCED FILTER



Purpose:

Advanced filters range with complex criteria
(above the data set)

Return value:

Array of filtered values.

Function:

[Data tab > Sort & Filter > Advanced...](#)



UK in Qtr 1

Όσον αφορά την συνθήκη στο E82:

Βάζω B86>10000 γιατί σε αυτό το κελί είναι καταχωρημένη η πρώτη τιμή για Sales

Αν θέλω να έχω κριτήριο και για UK (πχ. <10000) τότε θα ξαναχρησιμοποιήσω το κελί B86 διότι εκεί είναι καταχωρημένη η πρώτη τιμή

Using the Form button, display sales from United Kingdom in Quarter 4.

HOW TO...

Add the Form command to the Quick Access Toolbar.

1. Click inside the Data Set
2. Click the **Form** command.
3. Use the **Find Prev & Find Next** buttons to navigate through the records.
4. Click **Criteria**
5. In **Country**: type **United Kingdom**
6. In **Quarter**: type **4**
7. Use the **Find Prev & Find Next** buttons to only see those records that meet these criteria.
8. **Close**

| Last Name | Sales | Product Type | Company | Contact Person | Phone |
|-----------|------------|--------------|-----------------|----------------|-------------|
| Smith | € 1,675.00 | EEE-312 | Wok N Roll | Adams | 085 183 113 |
| Johnson | € 1,480.00 | DC-1 | Wok N Roll | Rogers | 030 569 378 |
| Williams | € 1,064.00 | EE-2 | Peace A Pizza | Evans | 047 475 402 |
| Jones | € 1,390.00 | DF-3 | Kung Food | Webb | 035 450 343 |
| Brown | € 4,865.00 | EEE-45 | Peace A Pizza | Fields | 086 717 419 |
| Williams | € 1,243.00 | FD-2 | Kung Food | Mccoy | 025 109 994 |
| Johnson | € 9,339.00 | DC-1 | Kung Food | Hansen | 059 214 134 |
| Smith | € 1,891.00 | EEE-312 | Wok N Roll | Hamilton | 041 963 209 |
| Jones | € 9,213.00 | FG-5 | Wok N Roll | Woods | 078 928 467 |
| Jones | € 7,433.00 | DF-7 | Kung Food | Cunningham | 056 191 629 |
| Brown | € 3,255.00 | FD-2 | Pancakes on the | Myers | 043 562 435 |
| Williams | € 1,486.00 | A-34 | Wok N Roll | Ford | 064 992 880 |
| Williams | € 1,930.00 | A-34 | Pancakes on the | Edwards | 050 958 917 |
| Smith | € 9,698.00 | F-3334 | Peace A Pizza | Murphy | 077 116 846 |

Διαφορά με το Advanced Filter: Μου δείχνει τα στοιχεία 1-1 σε ξεχωριστό παράθυρο

Δεν τα αλλάζει στον υφιστάμενο πίνακα

Επίσης:

Το Advanced Filter είναι πιο εξειδικευμένο, μπορώ να έχω περισσότερες επιλογές και περιπλοκότερες στα κριτήρια

DATA FORM



Purpose:

View a row of information in a worksheet without scrolling through the sheet.

Return value:

Display only those records that meet certain criteria.

Function:

Quick Access Toolbar > Form command button

| Country | City | Discount | Quarter | Month | Status |
|--------------------------|---------------|----------|---------|-----------|---------------------|
| United Kingdom | London | Yes | 3 | August | Delivered |
| United States of America | New York | No | 4 | October | Production |
| United Kingdom | Manchester | Yes | 2 | April | Transport |
| United States of America | Los Angeles | No | 3 | September | Production |
| United States of America | New York | No | 4 | November | Delivered |
| United Kingdom | London | No | 1 | January | Production |
| United Kingdom | Exeter | No | 2 | April | Transport |
| United States of America | Chicago | Yes | 3 | July | Production |
| United States of America | San Francisco | Yes | 4 | December | Production |
| United Kingdom | Liverpool | No | 1 | February | Production |
| United States of America | San Francisco | No | 2 | June | Partially Delivered |
| United States of America | San Fran | No | 3 | July | Delivered |
| United Kingdom | London | Yes | 4 | December | Transport |
| United Kingdom | Chicago | No | 1 | March | Transport |

Remove any duplicates records.

HOW TO...

1. Click inside the data set.
2. **DATA** tab
3. **REMOVE DUPLICATES** icon
4. Leave all check boxes checked.
5. **OK**

Excel removes all identical rows except for the first identical row found.

| Last Name | Sales | Country | Quarter |
|-----------|-------------|---------|---------|
| Smith | € 16,753.00 | UK | Qtr 3 |
| Johnson | € 14,808.00 | USA | Qtr 4 |
| Williams | € 10,644.00 | UK | Qtr 2 |
| Jones | € 1,390.00 | USA | Qtr 3 |
| Brown | € 4,865.00 | USA | Qtr 4 |
| Smith | € 16,753.00 | UK | Qtr 3 |
| Williams | € 12,438.00 | UK | Qtr 1 |
| Johnson | € 9,339.00 | UK | Qtr 2 |
| Smith | € 18,919.00 | USA | Qtr 3 |
| Jones | € 9,213.00 | USA | Qtr 4 |
| Jones | € 7,433.00 | UK | Qtr 1 |
| Smith | € 16,753.00 | UK | Qtr 3 |
| Brown | € 3,255.00 | USA | Qtr 2 |
| Williams | € 14,867.00 | USA | Qtr 3 |
| Williams | € 19,302.00 | UK | Qtr 4 |
| Smith | € 9,698.00 | USA | Qtr 1 |

Remove any duplicates records with same Last Name and Country.

HOW TO...

1. Click inside the data set.
2. **DATA** tab
3. **REMOVE DUPLICATES** icon
4. Check **Last Name** and **Country**.
5. **OK**

| Last Name | Sales | Country | Quarter |
|-----------|-------------|---------|---------|
| Smith | € 16,753.00 | UK | Qtr 3 |
| Johnson | € 14,808.00 | USA | Qtr 4 |
| Williams | € 10,644.00 | UK | Qtr 2 |
| Jones | € 1,390.00 | USA | Qtr 3 |
| Brown | € 4,865.00 | USA | Qtr 4 |
| Williams | € 12,438.00 | UK | Qtr 1 |
| Johnson | € 9,339.00 | UK | Qtr 2 |
| Smith | € 18,919.00 | USA | Qtr 3 |

| | | | | |
|----------|---|-----------|-----|-------|
| Jones | € | 9,213.00 | USA | Qtr 4 |
| Jones | € | 7,433.00 | UK | Qtr 1 |
| Brown | € | 3,255.00 | USA | Qtr 2 |
| Williams | € | 14,867.00 | USA | Qtr 3 |
| Williams | € | 19,302.00 | UK | Qtr 4 |
| Smith | € | 9,698.00 | USA | Qtr 1 |

REMOVE DUPLICATES



Purpose:

Remove duplicate records from a dataset.

Return value:

Table is updated. Duplicates records removed.

Function:

[Data tab](#) > [Data Tools](#) > [Remove Duplicates...](#)



Total rows of related data and collapse a group of columns.

HOW TO...

First, sort the data on the Company column.

1. Click inside the Company column.
2. **DATA** tab
3. Click **AZ** sort icon
4. Click **Subtotal** icon
5. Select **Company** in **At each change in**
6. Use the **Count** function
7. Check the **Company** check box
8. **OK**

Use the plus/minus sign to collapse a group of cells.

HOW TO...

To collapse a group of cells:

1. Select column A and
2. **DATA** tab
3. Click **Group** icon
4. Click the **minus sign** icon

Note: To remove the group:

1. Click any cell inside the group
2. **DATA** tab
3. Click **Subtotal** icon
4. Select **Remove All**
5. **OK**

| Last Name | Sales | Product Type | Company |
|-----------|------------|--------------|-----------------------|
| Johnson | € 9,339.00 | DC-1 | Kung Food |
| Jones | € 1,390.00 | DF-3 | Kung Food |
| Jones | € 7,433.00 | DF-7 | Kung Food |
| Williams | € 1,243.00 | FD-2 | Kung Food |
| Williams | € 1,930.00 | A-34 | Pancakes on the Rocks |
| Brown | € 3,255.00 | FD-2 | Pancakes on the Rocks |
| Williams | € 1,064.00 | EE-2 | Peace A Pizza |
| Brown | € 4,865.00 | EEE-45 | Peace A Pizza |
| Smith | € 9,698.00 | F-3334 | Peace A Pizza |
| Williams | € 1,486.00 | A-34 | Wok N Roll |
| Johnson | € 1,480.00 | DC-1 | Wok N Roll |
| Smith | € 1,675.00 | EEE-312 | Wok N Roll |
| Smith | € 1,891.00 | EEE-312 | Wok N Roll |
| Jones | € 9,213.00 | FG-5 | Wok N Roll |

columns:

B.

above Column C

outline:

the data set

OUTLINING DATA



Purpose:

Group worksheet data into different levels.

Return value:

Quick summary of data.

Function:

[Data tab](#) > [Data Tools](#) > [Group/Subtotal...](#)

Apply an advanced filter to display the sales in the USA in Qtr 4 and show the subtotal.

HOW TO...

1. Click inside the data set.
2. **DATA** tab
3. **FILTER** icon
4. Click **Advanced**
5. Click in **Criteria Range** box
6. Select the **Criteria Range**
7. **OK**

| Last Name | Sales | Country | Quarter |
|-----------|-------------|---------|---------|
| Smith | € 16,753.00 | UK | Qtr 3 |
| Johnson | € 14,808.00 | USA | Qtr 4 |
| Williams | € 10,644.00 | UK | Qtr 2 |
| Jones | € 1,390.00 | USA | Qtr 3 |
| Brown | € 4,865.00 | USA | Qtr 4 |
| Williams | € 12,438.00 | UK | Qtr 1 |
| Johnson | € 9,339.00 | UK | Qtr 2 |
| Smith | € 18,919.00 | USA | Qtr 3 |
| Jones | € 9,213.00 | USA | Qtr 4 |
| Jones | € 7,433.00 | UK | Qtr 1 |
| Brown | € 3,255.00 | USA | Qtr 2 |
| Williams | € 14,867.00 | USA | Qtr 3 |
| Williams | € 19,302.00 | UK | Qtr 4 |
| Smith | € 9,698.00 | USA | Qtr 1 |

| | |
|----------|--------------|
| SUM | € 152,924.00 |
| SUBTOTAL | € 152,924.00 |

=SUM(B11:B24)

=SUBTOTAL(9,B11:B24)

- (...)1 - AVERAGE
- (...)2 - COUNT
- (...)3 - COUNTA
- (...)4 - MAX
- (...)5 - MIN
- (...)6 - PRODUCT
- (...)7 - STDEV.S
- (...)8 - STDEV.P
- (...)9 - SUM
- (...)10 - VAR.S
- (...)11 - VAR.P
- (...)101 - AVERAGE

SUBTOTAL



Purpose:

Get a subtotal in a list.

Return value:

A number representing a specific kind of subtotal.

Function:

=SUBTOTAL (function_num, ref1, [ref2], ...)

Extract Unique Values

HOW TO...

1. Click inside the data set.
2. **DATA** tab
3. Click **Advanced**
4. Click **Copy to another location**
5. Click in **Copy to box** and type **C12**
6. Check **Unique Records Only**
7. **OK**

| Animals | Animals |
|----------|----------|
| Lion | Lion |
| Elephant | Elephant |
| Rhino | Rhino |
| Leopard | Leopard |
| Buffalo | Buffalo |
| Lion | Giraffe |
| Giraffe | Zebra |
| Elephant | |
| Zebra | |

Filter for Unique Values

HOW TO...

1. Click inside the data set.
2. **DATA** tab
3. Click **Advanced**
4. Click **Filter in the list, in-place**
5. Check **Unique Records Only**
6. **OK**

| Animals |
|----------|
| Lion |
| Elephant |
| Rhino |
| Leopard |
| Buffalo |
| Lion |
| Giraffe |
| Elephant |
| Zebra |

Apply Unique Function

| |
|----------|
| Lion |
| Elephant |
| Rhino |
| Leopard |
| Buffalo |
| Lion |
| Giraffe |
| Elephant |
| Zebra |

=UNIQUE(A48:A56,0,1)

The default value
UNIQUE function 1
The value 1 (third
to extract values th
Default value of th

Δεύτερη παράμετρος:

0 όταν έχω text

Τρίτη παράμετρος: 1 f

0 βάζω όταν τα στοιχε

UNIQUE VALUES



Purpose:

Extract unique values from range.

Return value:

Array of unique values.

Function:

=UNIQUE (array, [by_col], [exactly_once])

: of 0 (second argument) tells the
to extract values from a vertical array.
argument) tells the UNIQUE function
that occur exactly once.

third argument: 0

1 βάζω όταν έχω numbers

3άζω όταν θέλω να εμφανίζονται μόνο τα στοιχεία που υπάρχουν μία φορά
ία θέλω να εμφανίζονται όλα αλλά μόνο μία φορά το καθένα

| Country | Quarter |
|---------|---------|
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FILTER FUNCTION



Purpose:

Filters range with given criteria.

Return value:

Array of filtered values.

Function:

`=FILTER (array, include, [if_empty])`

ed (AND) in the Filter use '*' in the 'including' box:

`D2:D15="Qtr 4")`

ed (OR) in the Filter use '+' in the 'including' box:

`D2:D15="Qtr 4")`

ριτήρια

; πολυπλοκότητες

α κριτήρια

ανάμεσα στο Advanced Filter και στο Data Form