**13. Dig the Data**

**Sort It Out: Filter versus Sort with Excel Part 3**

You just completed an activity using a spreadsheet tool for sorting a database of songs. You **organized the data by categories** (sorted the list by Artist, Title and Genre).

* Graphical user interface, text, application, table

  Description automatically generated Selected all the data
* Graphical user interface

  Description automatically generated with low confidence **Data menu**
* Graphical user interface, application, Word

  Description automatically generated **Sort by…**

Another tool that is helpful for organizing data is called filtering. **Filtering data helps you focus in on specific data and hide unimportant data**. Try it out with the following STEPS.

**STEPS**

1. **Data** Menu Graphical user interface

   Description automatically generated with medium confidence
2. Click on **Filter**
3. Select the column you want to filter and click on the **drop-down** that appears at the top of   
    the column.

Graphical user interface

Description automatically generated

1. To see a list of songs in ONLY two genre choices.

* Select ALL (to uncheck all of them).
* Use the filter drop-down in the Genre column.
* Check only two genre choices on the list (your choice).  
    
  Graphical user interface, application

  Description automatically generated Graphical user interface, application

  Description automatically generated

1. **Result** of selecting Blues and Blues Rock. Notice that ALL the other songs are **Filtered out** of view.   
     
   Table, Excel

   Description automatically generated   
   (use undo or Ctrl-Shift-L to remove the filter and see all the songs again)

**Question:** How is this different than doing a Sort?

1. **Filtering by numerical value**. This is even better.
   1. Turn on filters again (remember how? Steps 1-3)
   2. Use the filter drop-down for Column D Graphical user interface

      Description automatically generated with medium confidence
   3. Select **Number Filters** (2)  
      Select **Less Than Or Equal To…(3)**Graphical user interface, application

      Description automatically generated The Custom AutoFilter box opens.
   4. Type the number 3 in the box and select OK.  
        
      Graphical user interface, text, application

      Description automatically generated

Challenge 1: Can you filter by your 3 favorite artists?

Challenge 2: Would you use Sort or Filter to organize your Playlist songs from shortest to longest song?

Challenge 3: Is there a family member that uses spreadsheets where you could teach them how to Sort and then Filter their spreadsheet data?

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| **Congratulations for learning more skills with Spreadsheets!** |