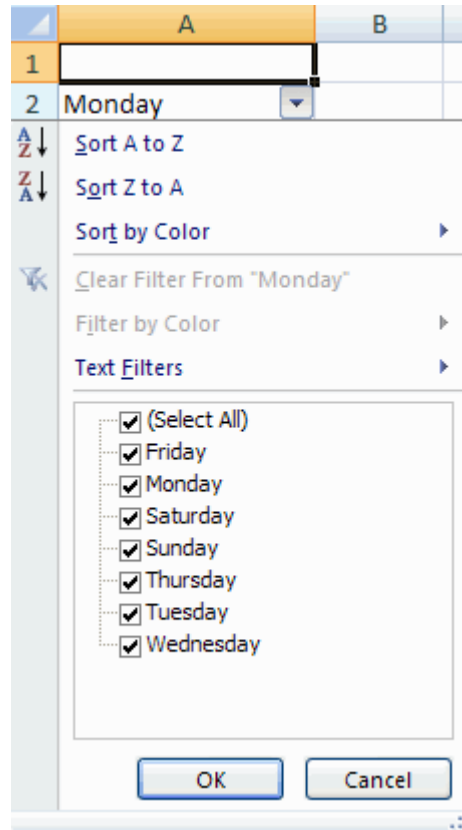


Filtering

Filtering allows you to display only data that meets certain criteria. To filter:

- Click the column or columns that contain the data you wish to filter
- On the **Home** tab, click on **Sort & Filter**
- Click **Filter** button
- Click the **Arrow** at the bottom of the first cell
- Click the **Words** you do not wish to Filter



- To clear the filter click the **Sort & Filter** button
- Click **Clear**

