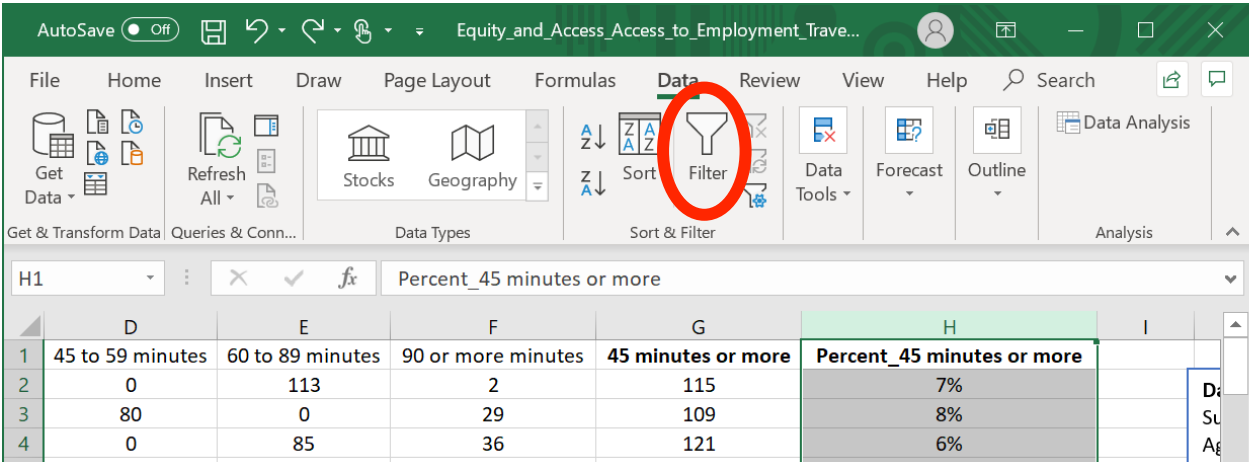


How to filter entries in a Microsoft Excel spreadsheet.

Step 1. Highlight the column(s) containing the values you will use to filter the entries in the spreadsheet. You can do this by clicking the letter(s) above the column(s) you want to highlight.

Step 2. Go to the “Data” tab at the top of the page and click “Filter”.



Step 3. This will make a button appear in the topmost cell of the column(s) that you highlighted. Click the button of the column you want to use to filter the entries.

Step 4. In the menu that appears, uncheck every value you want to filter out.

In this example, we only want to see entries with a value of 1% or 2% in column H, so those are the only values that will remain checked.

Step 5. Click OK, and all the rows not containing the checked values will be hidden.

