

Advanced Data in Excel to create a list of unique items, or to extract specific items to a different worksheet, based on criteria.

Here are the steps for setting up your data, and creating an Advanced data Filter in Microsoft Excel.

1. Set up the database

To set up the database on the spreadsheet, follow these dataset guidelines, so the Advanced Filter can work correctly.

1. The first row (A1:D1) has headings.
2. Each column in the data set must have a unique heading -- duplicate headings will cause problems when running an Advanced Filter.
3. Subsequent rows contain data.
4. There are no blank rows within the database.
5. There is a blank row at the end of the database, and a blank column at the right.▲

2. Set up the Criteria Range

In the criteria range for an Excel advanced filter, you can set the rules for the data that should remain visible after the filter is applied. You can use one criterion, or several

3. Set up the Extract Range

1. Select the cell at the top left of the range for the extracted data.
2. Type the headings for the columns that you want to extract.
 1. These must be an **exact match** for the column headings in the header row of the data, in spelling and punctuation
 2. Column order can be different
 3. Any or all of columns can be included.▲

Apply the Excel Advanced Filter

Follow these steps to apply the Advanced Filter tool:

- Select any cell in the database that you want to filter
- On the Excel Ribbon, click the Data tab
- In the Sort & Filter group, click the Advanced command, to open the Advanced Filter dialog box