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Launch Tip of the Month August 2023

Filtering Excel databases in-place is a convenient way to see which records meet one or more conditions, but sometimes we want the results to be displayed in another location. One method that is getting popular is the FILTER function.

We would like to filter our list of scuba diving products by item name and manufacturer. To do so, we'll type the criteria in cells J7 and J8 and create an equation in cell L8 that will return all the columns for the entire list of found records!

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	Scuba Diving Sales Items																		
2																			
3	Item	Item Code	Cost	Markup	Customer Price	Manufacturer	Distributor												
4	Drysuit	DS90	\$ 1,259.00	10%	\$ 1,384.90	JEL	H2Odyssey												
5	Buoyancy Compensator	BC300	\$ 528.00	25%	\$ 660.00	Dacor	Apollo Sports												
6	Boots	B135	\$ 39.95	30%	\$ 51.94	Action Plus	Sherwood Scuba												
7	Dive Computer	DC80	\$ 299.00	30%	\$ 388.70	Pelican	H2Odyssey												
8	Fins	F80	\$ 60.00	30%	\$ 78.00	Sea Quest	Central												
9	Buoyancy Compensator	BC222	\$ 219.95	45%	\$ 318.93	Sea Elite	H2Odyssey												
10	Gear Bag	GB700	\$ 48.00	45%	\$ 69.60	Sea Quest	Aquashot												
11	Dive Computer	DC120	\$ 350.00	50%	\$ 525.00	Dacor	Sherwood Scuba												
12	Regulator	R120	\$ 269.00	50%	\$ 403.50	Pelican	Apollo Sports												
13	Analog Console	AC95	\$ 89.95	60%	\$ 143.92	OceanPro	Apollo Sports												
14	Dive Computer	DC91	\$ 600.00	65%	\$ 990.00	Sea Quest	Sherwood Scuba												
15	Drysuit	DS80	\$ 549.95	65%	\$ 907.42	Sea Elite	Aquashot												
16	Mask	M75	\$ 159.00	65%	\$ 262.35	Action Plus	H2Odyssey												
17	Mask Box	MB11	\$ 5.95	65%	\$ 9.82	Sea Elite	Central												
18	Buoyancy Compensator	BC150	\$ 329.99	70%	\$ 560.98	JEL	Apollo Sports												
19	Dive Computer	DC11	\$ 400.00	70%	\$ 680.00	Ocean Edge	H2Odyssey												
20	Dive Computer	DC90	\$ 625.00	75%	\$ 1,093.75	Sea Quest	Aquashot												
21	Gear Bag	GB300	\$ 79.95	75%	\$ 139.91	Pelican	Sherwood Scuba												
22	Gloves	G145	\$ 39.95	75%	\$ 69.91	Ocean Edge	Apollo Sports												
23	Dive Computer	DC750	\$ 299.99	80%	\$ 539.98	Sea Quest	Apollo Sports												
24	Regulator	R100	\$ 139.95	80%	\$ 251.91	OceanPro	Sherwood Scuba												
25	Speargun	S50	\$ 79.00	80%	\$ 142.20	Dacor	Sherwood Scuba												
26	Tank Rack	TR250	\$ 59.95	85%	\$ 110.91	Pelican	H2Odyssey												
27	Boots	B80	\$ 49.95	90%	\$ 94.91	Action Plus	Aquashot												
28	Fins	F95	\$ 35.00	90%	\$ 65.50	Dacor	Central												
29	Speargun	S95	\$ 137.95	90%	\$ 262.11	JEL	Sherwood Scuba												
30	Sport Wetsuit	SW99	\$ 119.95	95%	\$ 233.90	Sea Elite	Central												
31	Gloves	G85	\$ 54.70	100%	\$ 109.40	Dacor	Apollo Sports												
32	Mask	M800	\$ 85.00	100%	\$ 170.00	Ocean Edge	H2Odyssey												
33																			

The syntax of the FILTER FUNCTION: =FILTER(array,include,[if_empty])

The function has two required arguments and one optional argument.

- *Array* is the area that will be returned.
- *Include* dictates the rules that determine what will be returned.
- *If_empty* is the info you want to appear if no records meet your criteria.

1. Type your search criterion or criteria in one or more cells. For our example, we'll search for Dive Computers manufactured by Sea Quest.
2. Click in the cell where you want the result to be displayed. The results will "spill" into adjacent cells.
3. For our example, type =FILTER(A4:G32,(A4:A32=J7)*(F4:F32=J8),"Item Not Found") and press Enter.

Notice that we were able to test for multiple criteria by putting each criterion in parentheses and separating them with an asterisk!

Also notice that we did not have to absolutely reference any of the ranges or copy equations now that Excel permits a single equation to return multiple results!!!

L8 =FILTER(A4:G32,(A4:A32=J7)*(F4:F32=J8),"Item Not Found")

Item	Item Code	Cost	Markup	Customer Price	Manufacturer	Distributor
Drysuit	DS90	\$ 1,259.00	10%	\$ 1,384.90	JBL	H2Odyssey
Buoyancy Compensator	BC300	\$ 528.00	25%	\$ 660.00	Dacor	Apollo Sports
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Mask	M800	\$ 85.00	100%	\$ 170.00	Ocean Edge	H2Odyssey

SEARCH

Item: Dive Computer
Manufacturer: Sea Quest

Item	Item Code	Cost	Markup	Customer Price	Manufacturer	Distributor
Dive Computer	DC91	\$ 600.00	65%	\$ 990.00	Sea Quest	Sherwood Scuba
Dive Computer	DC90	\$ 625.00	75%	\$ 1,093.75	Sea Quest	Aquashot
Dive Computer	DC750	\$ 299.99	80%	\$ 539.98	Sea Quest	Apollo Sports

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3 Hours

Learn to use as many of the following functions as time permits:

IF	TRIM, UPPER, LOWER, PROPER
HLOOKUP, VLOOKUP, INDEX/MATCH, XLOOKUP	FILTER
COUNTIF and SUMIF	ISTEXT and ISNUMBER
SUMPRODUCT	STDEV
PMT	AVERAGE, MEDIAN, MODE.MULT/SNGL
OFFSET	RANK.AVG/EQ
ROUND	LARGE, SMALL

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