# Text Version

## Auto Filter

Note: This is a text version of Auto Filter.

Auto Filter filters data in a spreadsheet so that you can present only the specific information that you want. To use Auto filter for a table of data, select the entire table. Use the button above row one and to the left of the column A to select the entire table at once. Click on the Data tab and choose the Filter option from the toolbar. Little drop-down arrows appear at the top of each column in the table. These drop-down arrows can be used to filter data available in the specific columns. Before moving to apply a filter on any other category, make sure to select the Select All checkbox in the present drop-down, unless you want to further narrow the filtered data. This way, you can filter and find exact information by applying the filter on single or on various categories in combination. To do comparison matches, you can use custom filters such as Number Filters.