Filtering an Excel spreadsheet

BUSINESS SYSTEMS TRAINING

This quick guide shows you how to use Excel filters to view and filter specific information in the NDIS Recommendations Tracker spreadsheet.

How to use Filters

You can filter by a set of data under a single heading or apply a filter to 2,3 or more headings depending on how much you want to refine the result.

When you turn the filters on, you'll see a **small arrow to the top right of each heading cell**.
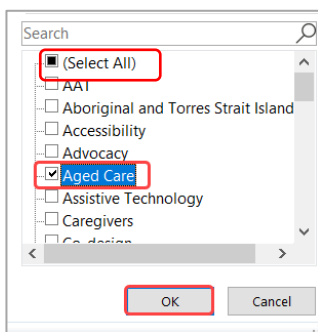

Let's say you want to only see records (under the **Topic**) heading that relate to **Aged Care**.

1   Click the filter icon in the **Topic** cell.
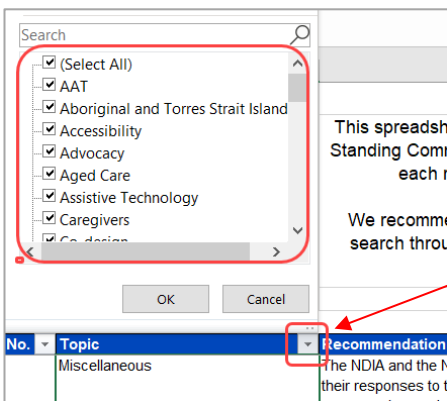
You'll see a list of every topic that resides under that heading.

1   De-select all the topics by clicking in the checkbox next to **Select All**.

2   Select **Aged Care** only.

3   Click **OK**.

*Only records with **Aged Care as the Topic name** will display:*

This tracker is up-to-date as at **23 December 2021**					
N/A = no information publicly available or otherwise unknown					
Review	**Rec No.**	**Topic**	**Rec**		**Australian**
2018 Joint Standing Committee Inquiry into Transitional Arrangements for the NDIS	4	Aged Care	The C Depar peopl current	or address	Partially su

4   To remove the filter, click the **small filter icon next to Topic** again and click the checkbox next to **Select All**.
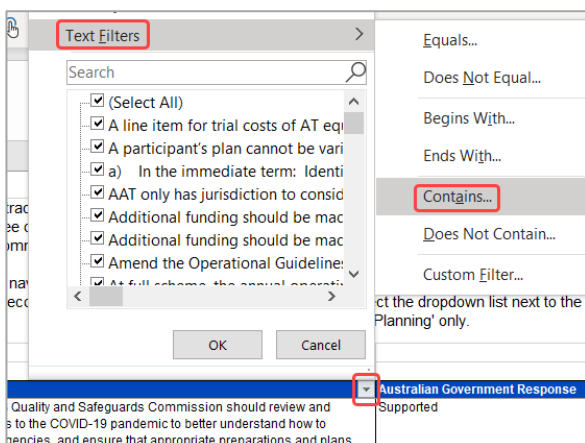
5   Click **OK**.
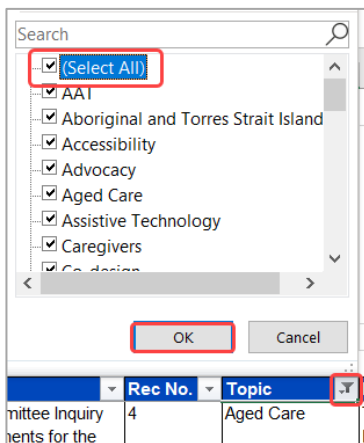
The spreadsheet will now display all the Topics again.

Using Text Filters to customise your search

You can look for text that begins with certain letters or includes a particular phrase by using **Text Filters**.
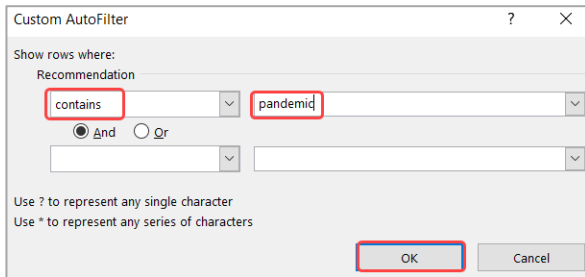
Say for example, you want to filter the **Recommendations** column to show only records that include the word *'pandemic'.*

1   Click the **small arrow next to the Recommendations heading**.

2   Click **Text Filters**.

3   Click **Contains**.

4   Type the word *pandemic* in the field provided

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5   Click **OK**.

*Only records in the **Recommendations** column that contain 'pandemic' will display.*

6   To remove the text filter, click the filter icon again and click '**Clear filter from Recommendation**'.