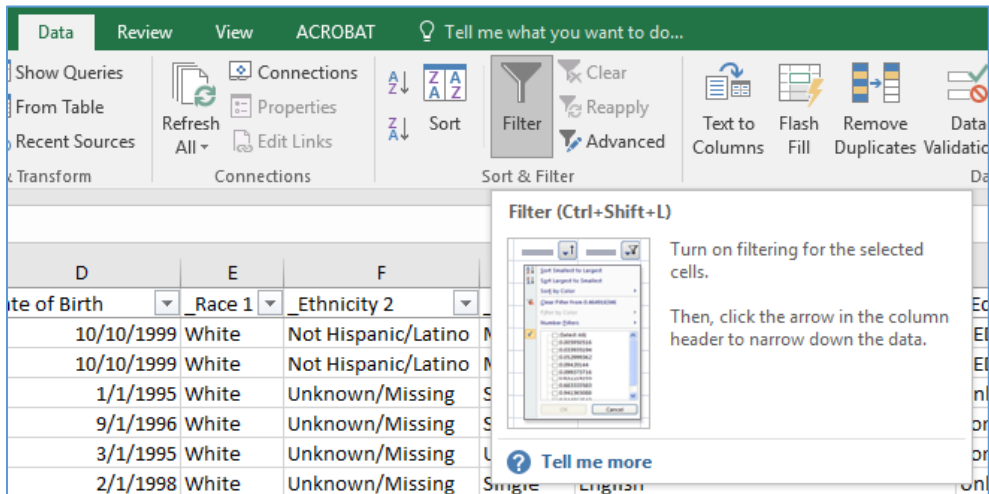


Desk Reference for Using DAISEY Data Filters

Applying filters allows you to drill down to specific information you want see. For example, if you want to review records for clients who responded ‘yes’ on a given question, you could use filters to view only those records, then remove the filter to see all records again.

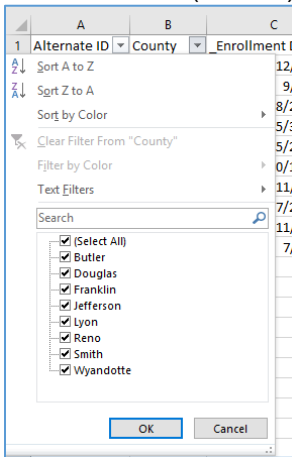
1. After downloading the export file, select and delete rows 1,2,4,5,6, and 7. This will leave only the row with the Question Label and make it easier to review your data.
2. Click on any cell in row 1 with the question you would like to review responses for, then click on the “Data” tab and click the “Filter” button. This will add filters to all of the column headings in the worksheet.



The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The ribbon includes options like 'Show Queries', 'From Table', 'Recent Sources', 'Transform', 'Connections', 'Refresh', 'Edit Links', 'Sort', 'Filter', 'Clear', 'Reapply', 'Advanced', 'Text to Columns', 'Flash Fill', 'Remove Duplicates', and 'Data Validation'. A data table is visible with columns: 'Date of Birth', 'Race 1', and 'Ethnicity 2'. A 'Filter (Ctrl+Shift+L)' dialog box is open, showing a list of columns with checkboxes. The 'Date of Birth' checkbox is checked. Text next to the dialog box reads: 'Turn on filtering for the selected cells. Then, click the arrow in the column header to narrow down the data.'

Date of Birth	Race 1	Ethnicity 2
10/10/1999	White	Not Hispanic/Latino
10/10/1999	White	Not Hispanic/Latino
1/1/1995	White	Unknown/Missing
9/1/1996	White	Unknown/Missing
3/1/1995	White	Unknown/Missing
2/1/1998	White	Unknown/Missing

- Use the filters (arrows) to select the group of records that you want to see.



- To clear filters and display all records again, click on the “Data” tab, then click the “Clear” button in the Sort & Filter area.

