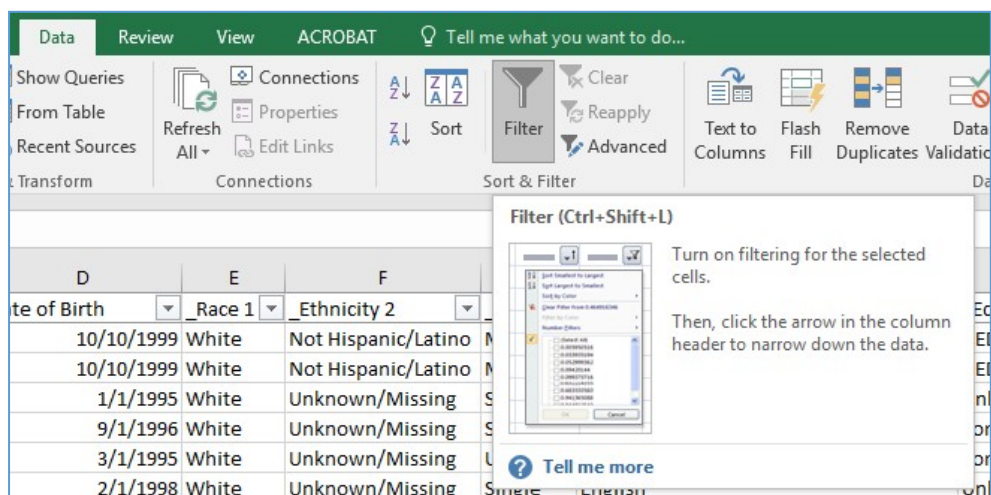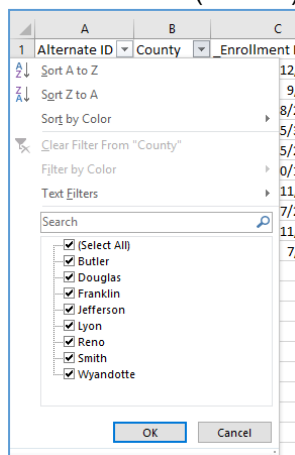# Desk Reference for Using DAISEY Data
Filters

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. Click on any cell in the row with column headings, then click on the "Data" tab and click the "Filter" button. This will add filters to all of the column headings in the worksheet.

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

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