

How to Filter Data

This page contains instructions on how to use filters in Microsoft Excel 2010 on the detailed data tables to answer simple questions.

Filtering:

1. Select the top row:

The screenshot shows the Microsoft Excel 2010 interface. The 'Home' ribbon is active, displaying various formatting options. The data table below has the following structure:

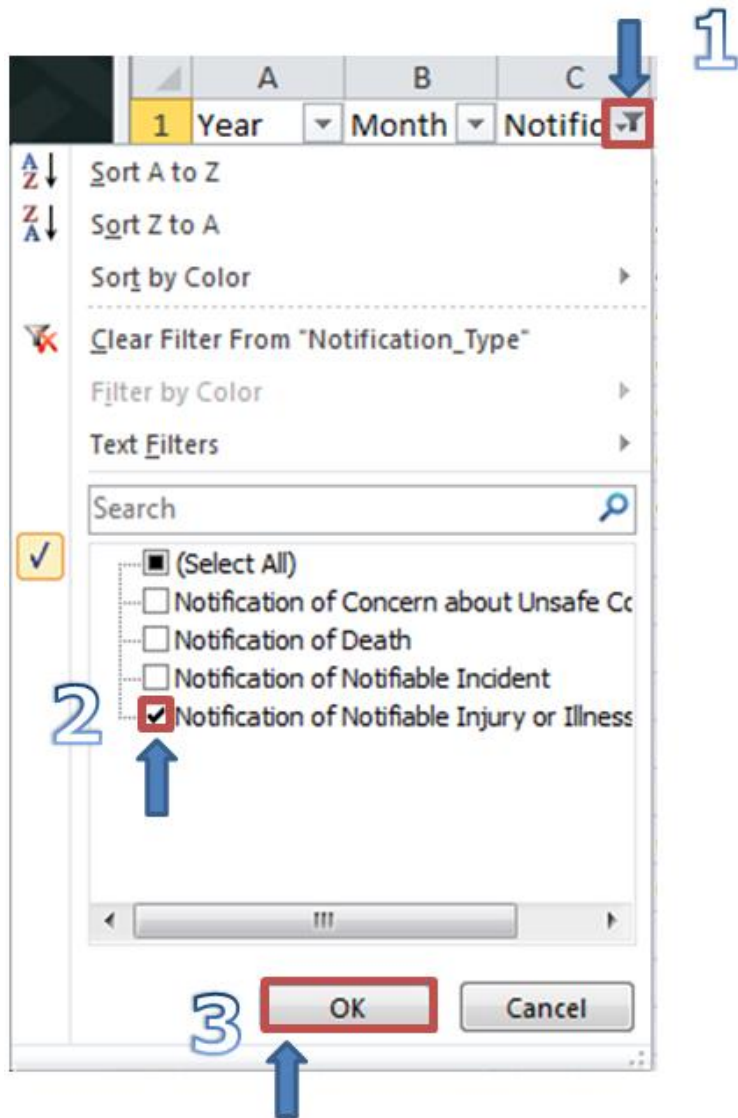
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O		
	Year	Month	Notificatio	Industry\	Industry\	Industry\	Industry\	Local Gov	Region D	Local Gov	Investigat	Notice W	No	Of	Nc	HSWA	Classification
2	2016		4	Notificatio	Agricultur	Agricultur	Dairy Catt		Gisborne	Gisborne	Gisborne	Yes				1	
3	2016		4	Notificatio	Agricultur	Agricultur	Dairy Catt	Dairy Catt	Bay of Ple	Edgecumk	Whakatan	Yes				1	
4	2016		4	Notificatio	Arts and R	Sport and	Amuseme	Amuseme	Northlanc	Whangare	Whangare					1	
5	2016		4	Notificatio	Construct	Heavy anc	Heavy anc	Road and	Wellingto	Wellingto	Wellingto	Yes				1	

2. Click the **Data** tab, click the **Filter** button:

The screenshot shows the Microsoft Excel ribbon with the **Data** tab selected. A red box highlights the **Data** tab, and a blue arrow labeled '1' points to it. Another red box highlights the **Filter** button in the **Sort & Filter** group, and a blue arrow labeled '2' points to it. The spreadsheet below shows a table with columns for Year, Month, Notification, Industry, Local Gov Region, Local Gov Investigat, Notice, W No, Of, Nc, HSWA, and Classification.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O		
1	Year	Month	Notificati	Industry\	Industry\	Industry\	Industry\	Local Gov	Region	D	Local Gov	Investigat	Notice	W No	Of Nc	HSWA	Classification
2	2016	4	Notificati	Agricultur	Agricultur	Dairy Catt		Gisborne	Gisborne	Gisborne	Yes				1		
3	2016	4	Notificati	Agricultur	Agricultur	Dairy Catt	Dairy Catt	Bay of Ple	Edgecumk	Whakatan	Yes				1		
4	2016	4	Notificati	Arts and R	Sport and	Amuseme	Amuseme	Northland	Whangare	Whangare					1		
5	2016	4	Notificati	Construct	Heavy anc	Heavy anc	Road and	Wellington	Wellington	Wellington	Yes				1		

3. You can now filter any, of all of the columns, by clicking the down chevron(s), then **OK**:



4. Column B **Notification_Type** has been filtered for **Notification of Notifiable Injury or Illness** and column H **Local_Government_Region** has been filtered to **Wellington**:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Year	Month	Notificat	Industr	Industr	Industr	Industr	Local_G	Region	Local_G	Investi	Notice	No_Of	HSWA	Classification
61	2016		4 Notificati	Accommo	Accommo	Accommo		Wellington	Wellington	Wellington				1	Other injury or illness
81	2016		4 Notificati	Agricultur	Agricultur	Agricultur	Other Agr	Wellington	Mastertor	Mastertor				1	Serious Lacerations
89	2016		4 Notificati	Arts and R	Sport and	Amuseme	Amuseme	Wellington	Wellington	Wellington				1	Injury or illness that r
102	2016		4 Notificati	Construct	Building C	Non-Resic	Non-Resic	Wellington	Upper Hut	Upper Hut				1	Injury or illness that r

5. To attain a correct count ensure that you **SUM** the **No_Of_Notifications** column. DO NOT just COUNT the number of rows.

The screenshot shows the Microsoft Excel interface with the Data tab selected. The ribbon includes options for Get External Data, Connections, Sort & Filter, and Data Tools. Below the ribbon, the formula bar shows 'M61' and 'fx 1'. The data table below has the following structure:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Year	Month	Notificatio	Industr	Industr	Industr	Industr	Local_G	Region	Local_G	Investij	Notice	No Of	HSWA	Classification
61	2016		4	Notificatio	Accommo	Accommo	Accommo		Wellington	Wellington	Wellington			1	Other injury or illness
81	2016		4	Notificatio	Agricultur	Agricultur	Agricultur	Other Agr	Wellington	Masterton	Masterton			1	Serious Lacerations
89	2016		4	Notificatio	Arts and R	Sport and	Amusement	Amusement	Wellington	Wellington	Wellington			1	Injury or illness that r
102	2016		4	Notificatio	Constructi	Building C	Non-Resic	Non-Resic	Wellington	Upper Hut	Upper Hut			1	Injury or illness that r
142	2016		4	Notificatio	Constructi	Constructi	Other Con		Wellington	Lower Hut	Lower Hut	Yes		1	Injury or illness that r

6. The **Sum** is shown at the bottom right of the screen:

1	Injury or illness that requires (or would usually require) immediate hospital admittance																			
1	Injury or illness that requires (or would usually require) immediate hospital admittance																			
1	Other injury or illness declared notifiable by regulations																			
1	Injury or illness that requires (or would usually require) medical treatment within 48 hours of exposure to a substance																			
1	Loss of a bodily function																			
1	Loss of a bodily function																			
1	Loss of a bodily function																			
1	Spinal injury																			
1	Serious Lacerations																			
1	Injury or illness that requires (or would usually require) immediate hospital admittance																			
1	Injury or illness that requires (or would usually require) immediate hospital admittance																			
1	Loss of a bodily function																			
1	Loss of a bodily function																			
1	Other injury or illness declared notifiable by regulations																			
1	Injury or illness that requires (or would usually require) immediate hospital admittance																			
1	Serious head injury																			
1	Serious burn																			
1	Serious Lacerations																			
1	Serious Lacerations																			
3	Serious infection (incl. occupational zoonoses)																			
1	Serious Lacerations																			
1	Injury or illness that requires (or would usually require) immediate hospital admittance																			
1	Serious burn																			

Average: 1.031446541														Count: 160		Numerical Count: 159		Sum: 164		
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Note: The sum total will change as the data changes.