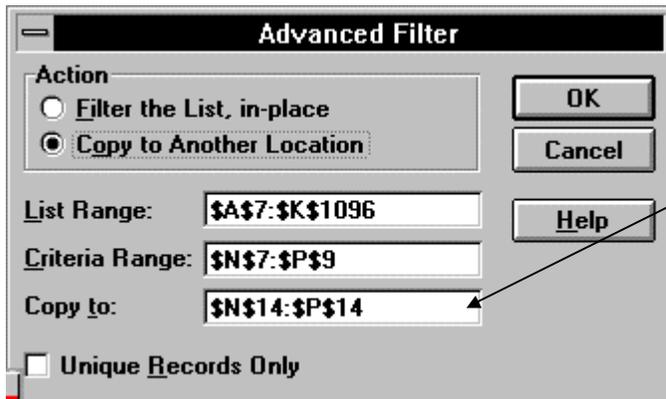# Notes on Working with Excel's Advanced Filtering

Retrieving Partial Data
If you want to extract filtered data to another location in the worksheet, you need not retrieve all the data. If you want just certain columns of data, put just those column labels in the location to extract to and then select just those columns when prompted by the filtering command.

For example: here, "Copy to" defines and retrieves only 3 columns of filtered data: columns N:P. The 3 columns are whichever have labels specified in this "Copy to" range.

Copy To Options
Remember that Excel does not permit you to specify another worksheet or workbook as your "Copy to" location. Using the Advanced Filter you can only either filter in place or filter to another area on the same worksheet that holds the data.

Name Your List
Name the list if you're more comfortable using a list name instead of cell references when completing the Advanced Filter dialog. (If you make any cell of the list the current cell when you invoke the dialog, Excel recognizes the list if it can.)

Two Kinds of Criteria
Advanced filters can use either or both of two kinds of criteria: **comparison criteria** and **calculated criteria**. A comparison criterion should have a label exactly the same as one of the columns of the list. By contrast, a calculation criterion must *not* have an exact label; instead leave the label blank or give it a different name (say, **Calculation**). The calculated criterion must refer to one or more columns in the list and reference the first cell in the column(s) as a relative reference. Use absolute references when referring to other cell references. In the criteria range itself, the calculation will display as either TRUE or FALSE. Excel tests each record in the list against this criterion and only tests that evaluate as TRUE are included in your filtered results.

Sales
>1000

Comparison criterion

Calculation
=G5>AVERAGE($E$5:$E$14)

Calculated criterion. G5 is a cell in the 1st row of a database column.