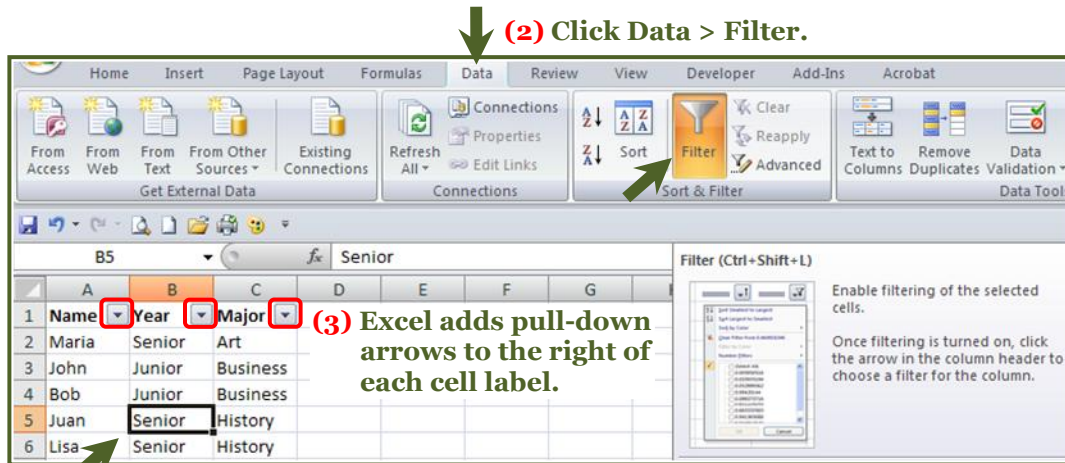


PC Tip of the Week: Using AutoFilter in Excel 2007

AutoFilter is especially useful when working with large lists of data. Applying a filter limits visible data and allows user to work with smaller lists.

- (1) Select any cell in the list.
- (2) On the ribbon, click **Data > Filter**.
- (3) Pull-down arrows appear to the right of each column label.



(1) Select a cell.

- (4) Click a pull-down arrow to display fields in that column.
- (5) Select a field to display only those records that match.
 - To clear a filter, select the pull-down arrow > **Clear Filter from ...**
 - To turn off AutoFilter, click **Data > Filter** on the ribbon.

Computer Term of the Week

easter egg: a secret message buried in an application and used to display credits for the development team or a humorous message; to see an easter egg, user needs to know a special procedure or sequence of keystrokes.

Keyboard Shortcut of the Week

Ctrl + Shift + L turns AutoFilter on/off in Excel.