How to Use Filters on the Carving Reference Material Index

For those of you who are not that familiar with Excel, this is how you can find a certain item within this index:

- On line # 5 of the spreadsheet you see column headings beginning with **"Category", "Species/Other", "Article Title",** etc.
- Beside each of these column headings there is a down arrow to the right of the column title
- Click on the down arrow and a small pop-up window will appear and the down arrow will change to an icon that looks like a small funnel indicating that this is the active sort/column
- Within the aforementioned window you have the following options starting from top to bottom:
    - **"Sort A to Z"**
    - **"Sort Z to A"**
    - **"Sort by Colour"** (disregard)
    - **"Text Filters"** (disregard)
    - A **"Search"** box with a magnifying glass at the far right side of the box
    - **Another box** listing every item within that column with a check mark beside it

In the following example, perform the steps below to find a **"Downy Woodpecker"**:

- Click the down arrow in the **"Species/Other"** column
- In the pop-up window type **"woodpecker"** in the **"Search"** box and click "OK" located at the bottom of the window – *note: you do not have to type in the word "Downy" as the filter will bring up any item with "woodpecker" in the item name.*
- This will now filter all articles containing **"woodpecker"**, including **"Downy Woodpecker"** with the respective year, edition (season), page numbers covering the article, author and a brief description of what the article contains.
- This is a large spreadsheet so you must scroll to the far right to see all of the aforementioned information
- Please note that some articles have two or even three parts on a specific subject which are spread across two or three editions
- You can also choose to sort the column from **A to Z**, or reverse order **Z to A** or you can go the bottom box and check off the items you wish to see.
- When you have finished sorting **A to Z** or **Z to A**, you need not do anything further than to leave the file the way it is.
- The quickest and easiest method is to type what you want in the **"Search"** box of the column you wish to use

- You can perform the same sort/filter action on all columns in the same manner as above
- Regardless of what column you sort/filter, the data associated with the item you are searching for will be pulled from the other columns as well
- Once you have completed your **"Search"**, click on the "funnel" icon at the top of the column and this will bring you back to the pop-up window
- In the pop-up window, click on the fourth line from the top titled **"Clear Filter from Article Title"** and this will return the original/complete spreadsheet
- Do not safe this file

<u>Once you have completed your search, please ensure that you clear the filter and do not save changes to the file when you close the spreadsheet.</u>