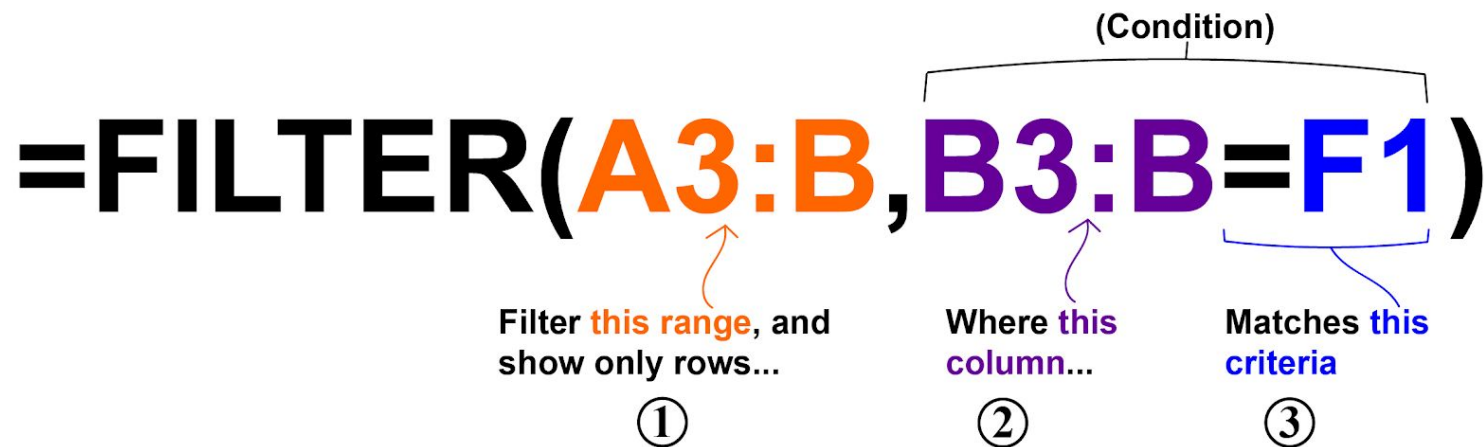


FILTER function (Single Condition)

Formula summary: “Returns a filtered version of the source range, returning only rows or columns which meet the specified conditions.”



Operators:

“=” (Equals)

“>” (Greater than)

“<” (Less than)

“<>” (Not equal to)

“>=” (Greater than or equal to)

“<=” (Less than or equal to)

(Remember to use quotation marks when using text as the criteria for the FILTER function)

Filter by a number

- =FILTER(A3:B, B3:B=1)

Filter by a cell value

- =FILTER(A3:B, B3:B<F1)

Filter by a text string

- =FILTER(A3:B, B3:B="Late")

Filter where NOT equal to

- =FILTER(A3:E, B3:B<>"Bob")

Filter by date

- =FILTER(A3:C, C3:C<G1) (Date entered in cell G1)
- =FILTER(A3:C, C3:C<DATE(2019,6,1))

Filter by multiple conditions

- =FILTER(A3:C, B3:B="Late", C3:C="Active") (AND logic)
- =FILTER(A3:C, (B3:B="Late")+(C3:C="Active")) (OR logic)

Filter from another sheet

- =FILTER('Sheet Name'!A3:B, 'Sheet Name'!B3:B="Full Time")