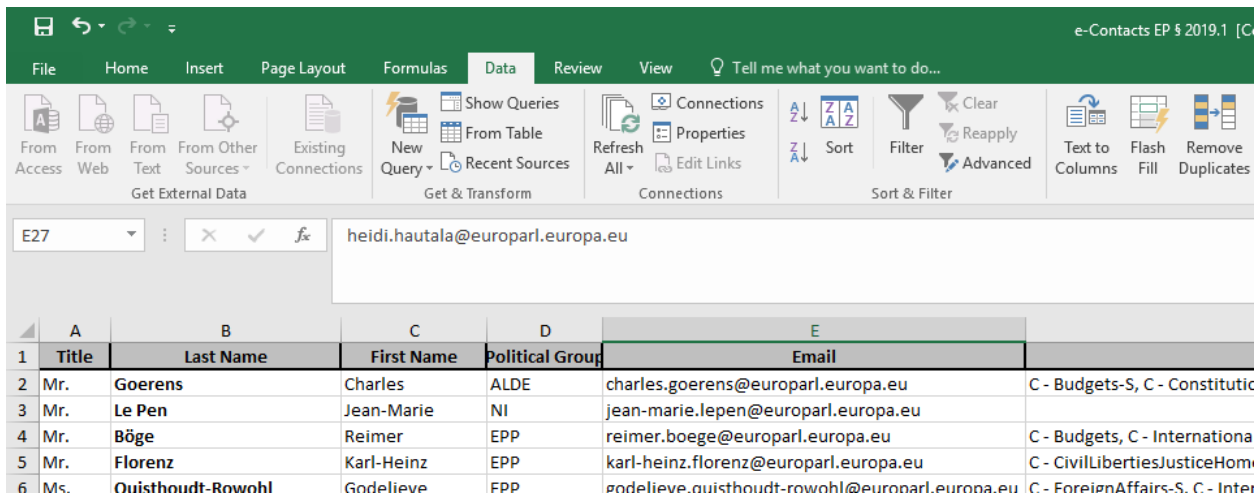


## Filtering Data in Excel 2016

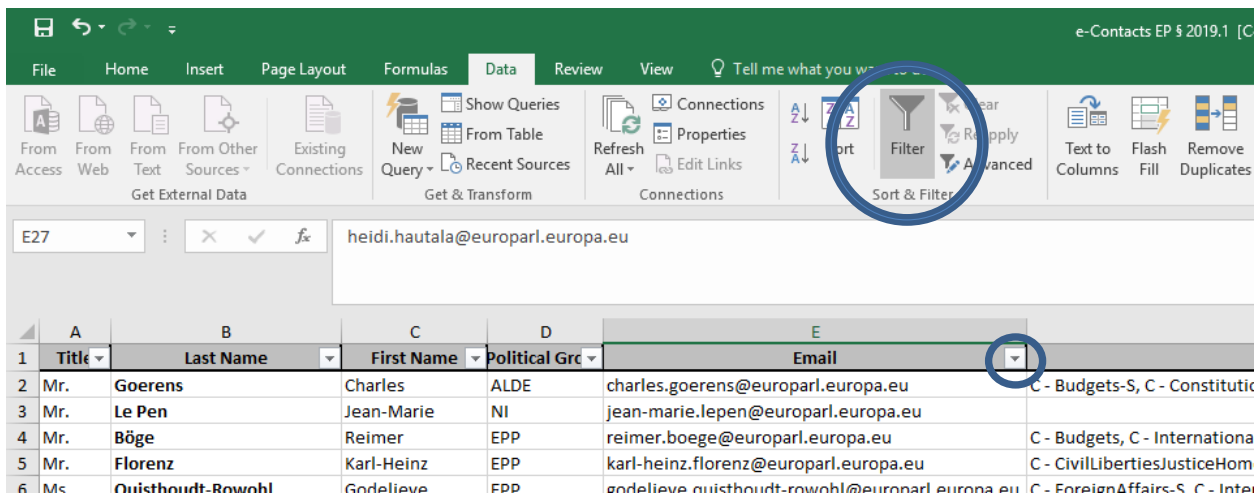
### 1. Turn on Autofilter (Data tab → Click on Filter icon)

In the first screenshot below, autofilter is not turned on. In the second one it has been turned on. You will notice that little drop-down arrows appear next to the header of each column.



The screenshot shows the Excel 2016 interface with the Data tab selected. The Filter icon (a funnel) in the Sort & Filter group is highlighted with a blue circle. The data table below is as follows:

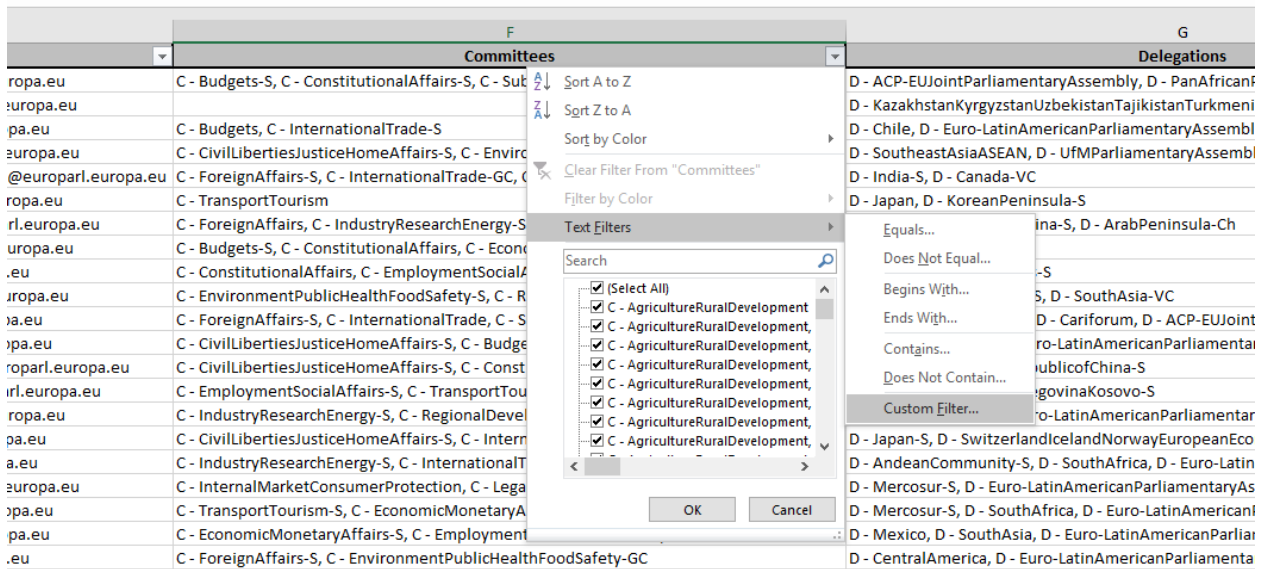
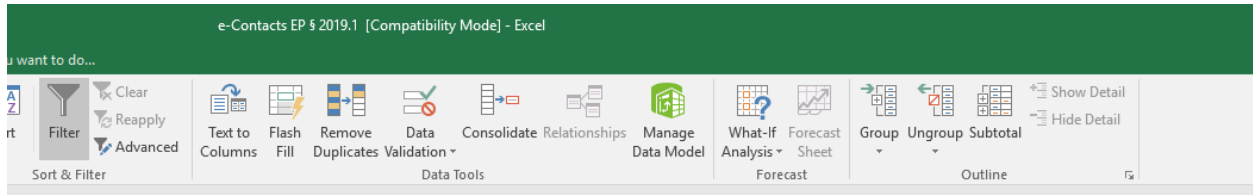
	A	B	C	D	E	
1	Title	Last Name	First Name	Political Group	Email	
2	Mr.	Goerens	Charles	ALDE	charles.goerens@europarl.europa.eu	C - Budgets-S, C - Constituti
3	Mr.	Le Pen	Jean-Marie	NI	jean-marie.lepen@europarl.europa.eu	
4	Mr.	Böge	Reimer	EPP	reimer.boege@europarl.europa.eu	C - Budgets, C - Internationa
5	Mr.	Florenz	Karl-Heinz	EPP	karl-heinz.florenz@europarl.europa.eu	C - CivilLibertiesJusticeHom
6	Ms.	Quisthoudt-Rowohl	Godelieve	FPP	godelieve.quisthoudt-rowohl@europarl.europa.eu	C - ForeignAffairs-S, C - Inter



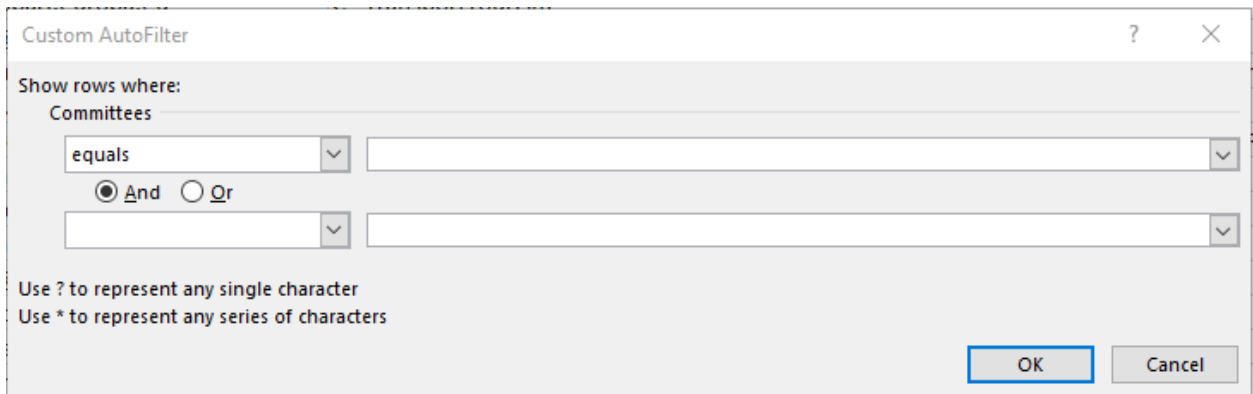
The screenshot shows the Excel 2016 interface with the Data tab selected. The Filter icon (a funnel) in the Sort & Filter group is highlighted with a blue circle. The data table below has drop-down arrows in the column headers:

	A	B	C	D	E	
1	Title	Last Name	First Name	Political Group	Email	
2	Mr.	Goerens	Charles	ALDE	charles.goerens@europarl.europa.eu	C - Budgets-S, C - Constituti
3	Mr.	Le Pen	Jean-Marie	NI	jean-marie.lepen@europarl.europa.eu	
4	Mr.	Böge	Reimer	EPP	reimer.boege@europarl.europa.eu	C - Budgets, C - Internationa
5	Mr.	Florenz	Karl-Heinz	EPP	karl-heinz.florenz@europarl.europa.eu	C - CivilLibertiesJusticeHom
6	Ms.	Quisthoudt-Rowohl	Godelieve	FPP	godelieve.quisthoudt-rowohl@europarl.europa.eu	C - ForeignAffairs-S, C - Inter

2. Click on the **drop-down arrow** next to the column header of the column you wish to filter records from (probably "Activities") and choose "Text Filters" and then "Custom Filter"

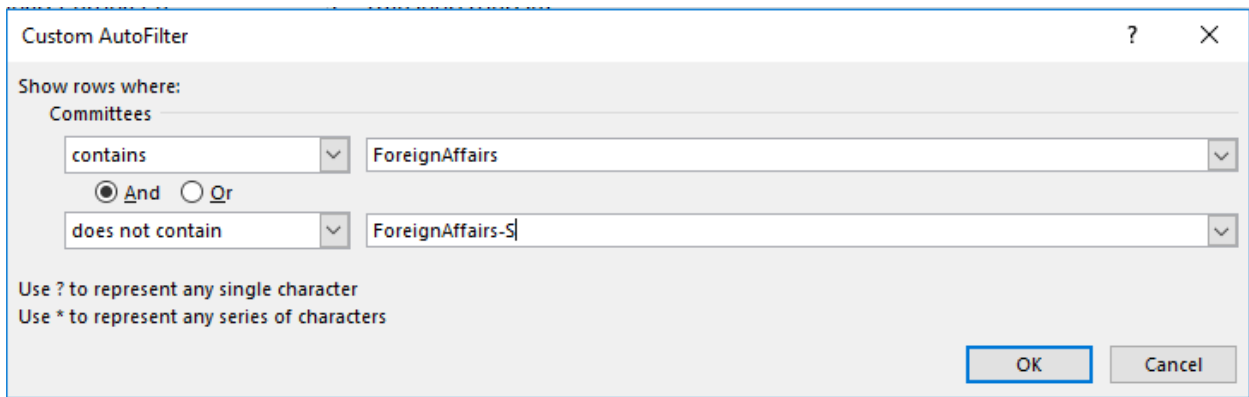


3. This will produce a **custom-filter dialogue box**:



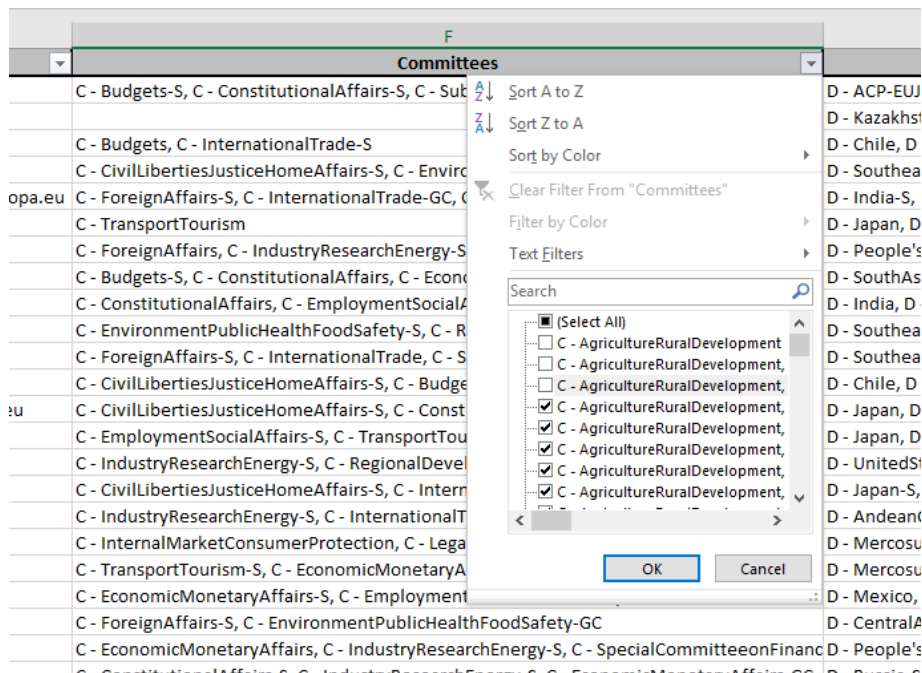
**4. Filter.**

As an example, you may wish to show only the rows of those MEPs who are Chairs, Political Group Coordinators, Vice-Chairs and regular Members (i.e. not Substitute Members) of the Foreign Affairs Committee. You need to find all rows that contain "ForeignAffairs" and that, at the same time, are not "ForeignAffairs-S". You need to fill in the Custom AutoFilter window as follows:



**NB:** Be sure to select "contains" and "does not contain" and not "equals" and "does not equal"! Also be sure that your spelling is correct and corresponds to the wording in the database, otherwise the filter won't find anything. Also be sure that you select "And" and not "Or". If you select "Or", it will include everyone. There are several types of searches possible by using the different possibilities Excel offers!

**5.** You can also filter by selecting and un-selecting specific value boxes in the drop-down menu in each column.



6. You can **filter by multiple columns** - as you like - at the same time.  
For example, you might want all regular Members of the ForeignAffairs Committee who are from Germany and who are members of the EPP Group and the S&D Group.

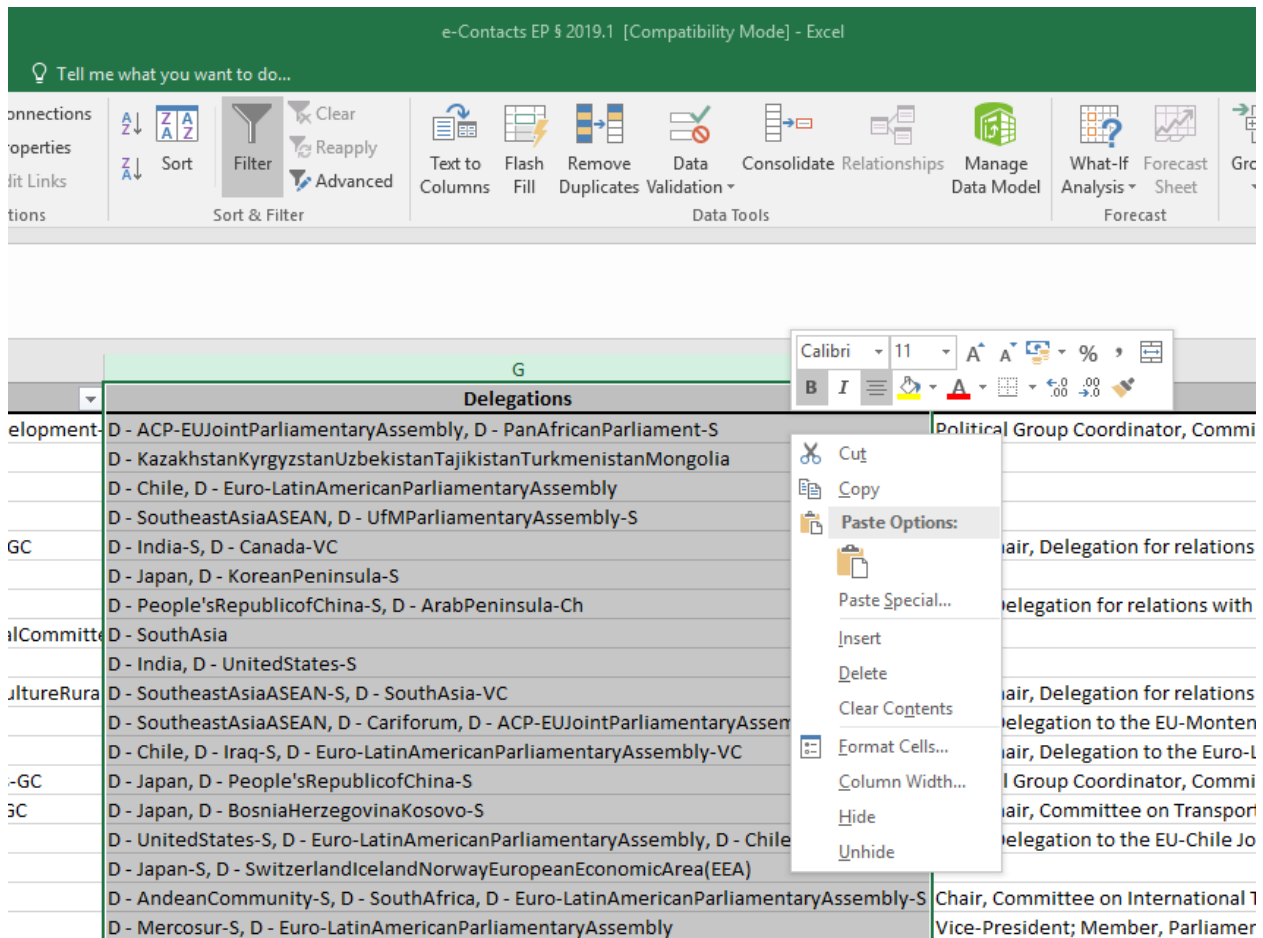
- ⇒ You will apply the above explained filter to the 'Committees' column
- + Select only Germany in the filter of the 'Home State' column
- + Select EPP and S&D in the filter of Political Party 'column'
- ⇒ (For other columns than committees/delegations, we advise to use the tickboxes)

The image shows two screenshots of a spreadsheet interface. The left screenshot shows the 'Home State' filter menu with 'Germany' selected. The right screenshot shows the 'Political Group' filter menu with 'EPP' and 'S&D' selected. A large blue plus sign is overlaid between the two screenshots, indicating that both filters are applied simultaneously.

Other Bodies	Home State	First Name	Political Group
		Charles	
		Jean-Marie	
		Reimer	
		Karl-Heinz	
		Godolieve	
		Bruno	
		Michele	
		Alain	
		Elmar	
		Jam	
		Dav	
		Gérard	
		Sylvia	
		Dieter	
		Con	
		Carl	
		Bernd	
		Evelyn	
		Markus	
	Germany	Thomas	
	Germany	Peter	EPP
		Werner	EPP

## Modify your sheet: hide/unhide columns

1. If you prefer a **more compact working sheet**, you can decide to hide/unhide columns that are less relevant for you. This will personalize the working sheet and enable you to make it a convenient working tool for your specific tasks/needs.
2. **Hide/Unhide:** for example, you do not need the "Delegations" information.
  - ⇒ Right-click on the Column bar ("F") and then choose **Hide**. Your column is hidden now, but not lost! You can **Unhide** the column any time you want.
  - ⇒ You can decide to hide several columns, to have a more compact working tool!



The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Data Tools', with options like 'Text to Columns', 'Flash Fill', 'Remove Duplicates', 'Data Validation', 'Consolidate', 'Relationships', 'Manage Data Model', 'What-If Analysis', and 'Forecast Sheet'. The spreadsheet below shows a table with columns for 'Development', 'GC', 'Regional Committee', 'Future Rural', 'GC', and 'EC'. Column G, labeled 'Delegations', is highlighted in green. A context menu is open over column G, showing options: Cut, Copy, Paste Options, Paste Special..., Insert, Delete, Clear Contents, Format Cells..., Column Width..., Hide, and Unhide. The 'Hide' option is selected.

	Delegations	
Development	D - ACP-EU Joint Parliamentary Assembly, D - Pan African Parliament-S	Political Group Coordinator, Commi
	D - Kazakhstan Kyrgyzstan Uzbekistan Tajikistan Turkmenistan Mongolia	
	D - Chile, D - Euro-Latin American Parliamentary Assembly	
	D - Southeast Asia ASEAN, D - UfM Parliamentary Assembly-S	
GC	D - India-S, D - Canada-VC	Chair, Delegation for relations
	D - Japan, D - Korean Peninsula-S	
	D - People's Republic of China-S, D - Arab Peninsula-Ch	Delegation for relations with
Regional Committee	D - South Asia	
	D - India, D - United States-S	
Future Rural	D - Southeast Asia ASEAN-S, D - South Asia-VC	Chair, Delegation for relations
	D - Southeast Asia ASEAN, D - Cariforum, D - ACP-EU Joint Parliamentary Assen	Delegation to the EU-Monten
	D - Chile, D - Iraq-S, D - Euro-Latin American Parliamentary Assembly-VC	Chair, Delegation to the Euro-L
-GC	D - Japan, D - People's Republic of China-S	Chair, Committee on Transport
EC	D - Japan, D - Bosnia Herzegovina Kosovo-S	Delegation to the EU-Chile Jo
	D - United States-S, D - Euro-Latin American Parliamentary Assembly, D - Chile	
	D - Japan-S, D - Switzerland Iceland Norway European Economic Area (EEA)	
	D - Andean Community-S, D - South Africa, D - Euro-Latin American Parliamentary Assembly-S	Chair, Committee on International T
	D - Mercosur-S, D - Euro-Latin American Parliamentary Assembly	Vice-President; Member, Parliamer

## Abbreviations used in the database – Filter in committees

1. All the information about MEP Activities (i.e. Committees, Delegations, Other Bodies) is organized in a way to make the product easy to use. Activities are categorized as follows:

- Names of Committees are preceded by "**C** - ";
- Names of Delegations are preceded by "**D** - ";
- Names of "Other Bodies" are preceded by "**O** - ".

2. The "e-Contacts EP" Excel-database has the possibility to sort members of a Committee, Delegation or Other Body by their job position, simply by clicking on the "Categories" column:

- Regular Members of a Committee, Delegation or Other Body have **no suffix**;
- As before, Substitute members of a Committee or Delegation are identified by the suffix "**-S**";
- Chairs of a Committee, Delegation or Other Body are identified by the suffix "**-Ch**";
- Vice-Chairs of a Committee, Delegation or Other Body are identified by the suffix "**-VC**";
- Political Group Coordinators and Deputy Political Group Coordinators of a Committee are identified by the suffix "**-GC**" and "**-DGC**";
- The President of the Parliament's Bureau and of the Conference of Presidents (MEP Martin Schulz) is identified by the suffix "**-Pr**";

**NB:** The Committee for Economic and Monetary Affairs, the Committee for Employment and Social Affairs and the Committee for Internal Market and Consumer Protection have an additional position (Deputy Group Coordinator), which is identified by suffix "**-DGC**".

**NB 2:** The Delegation for the ACP-EU Joint Parliamentary Assembly does not have a Chair, it has a "Co-President" (MEP Louis Michel). The identifying suffix is "**-CP**".

3. Here are some practical examples:

- "**C - AgricultureRuralDevelopment-Ch**" refers to the Chair of the Committee on Agriculture and Rural Development;
- "**D - Canada-VC**" refers to a Vice-Chair of the Delegation for relations with Canada;
- "**O - Conference of Committee Chairs-Ch**" refers to the Chair of the Conference of Committee Chairs.