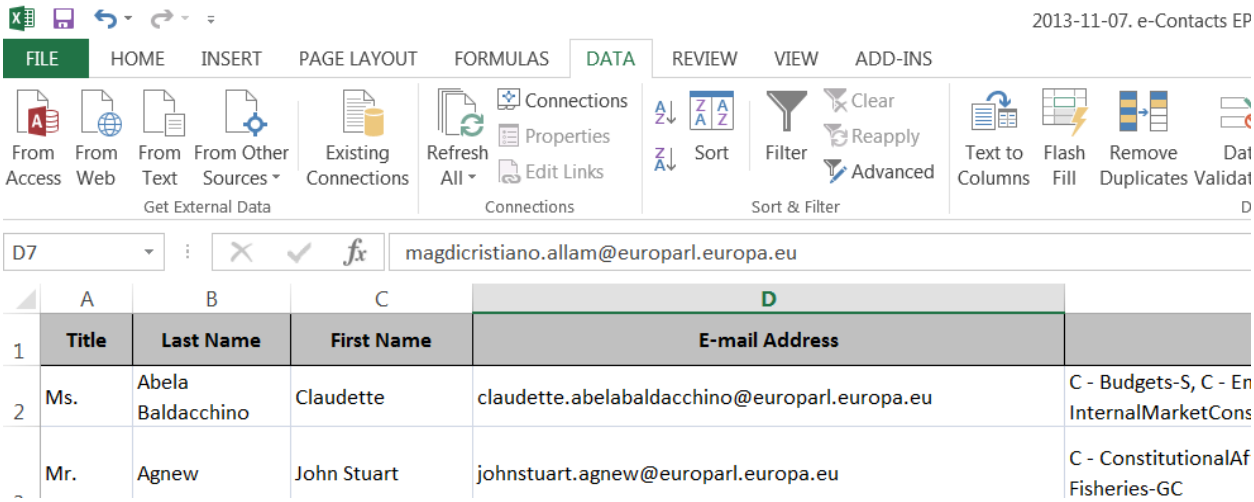
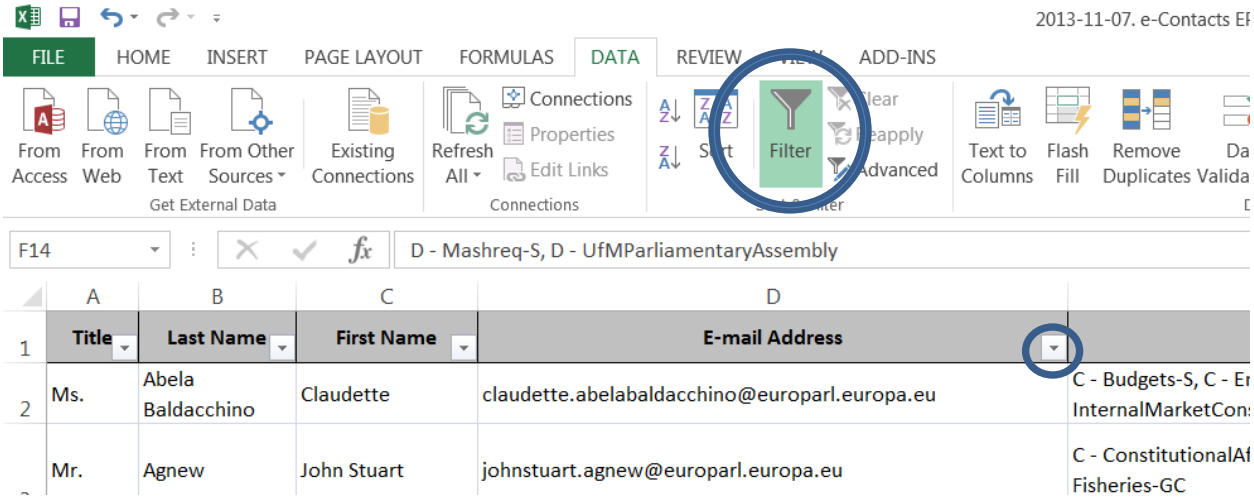
Filtering Data in Excel 2013

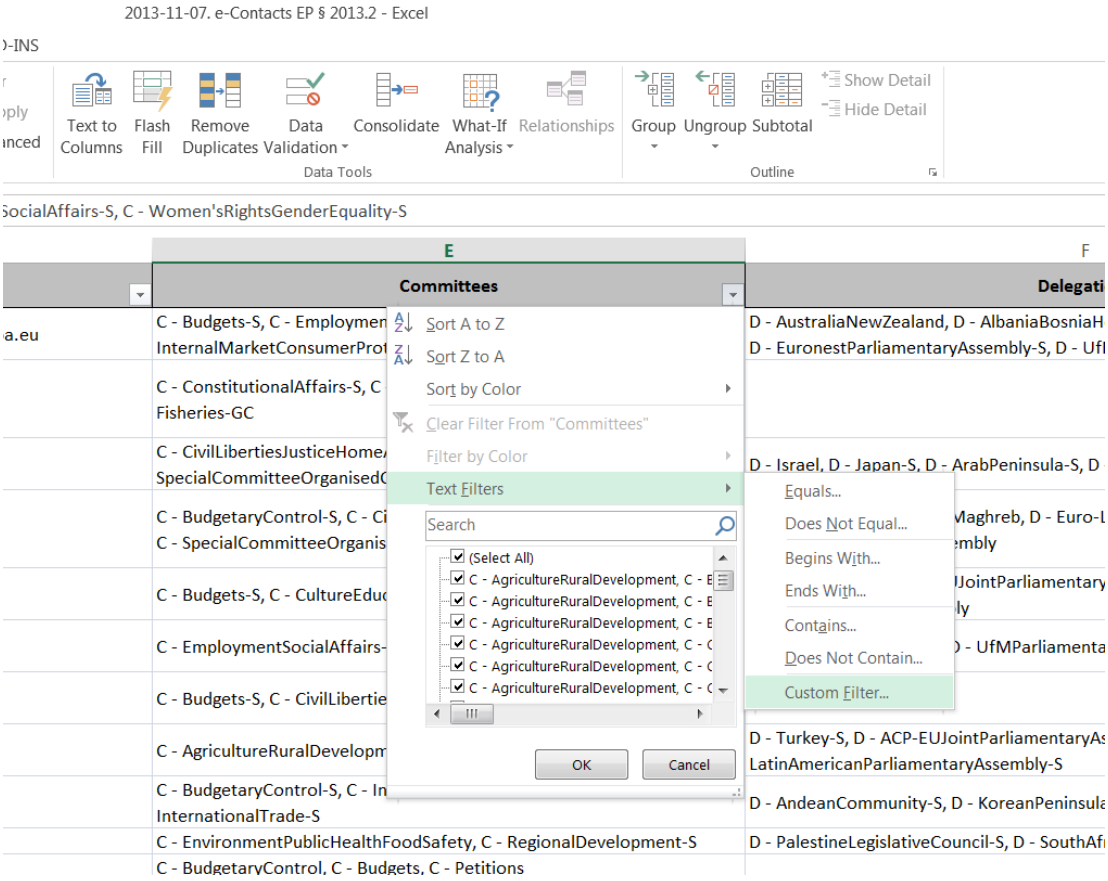
1. Turn on Autofilter (Data tab ➔ Click on Filter icon)

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.

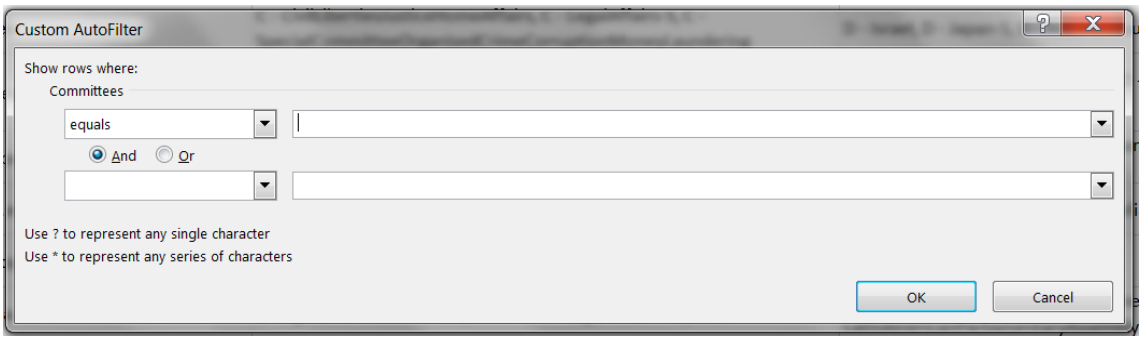




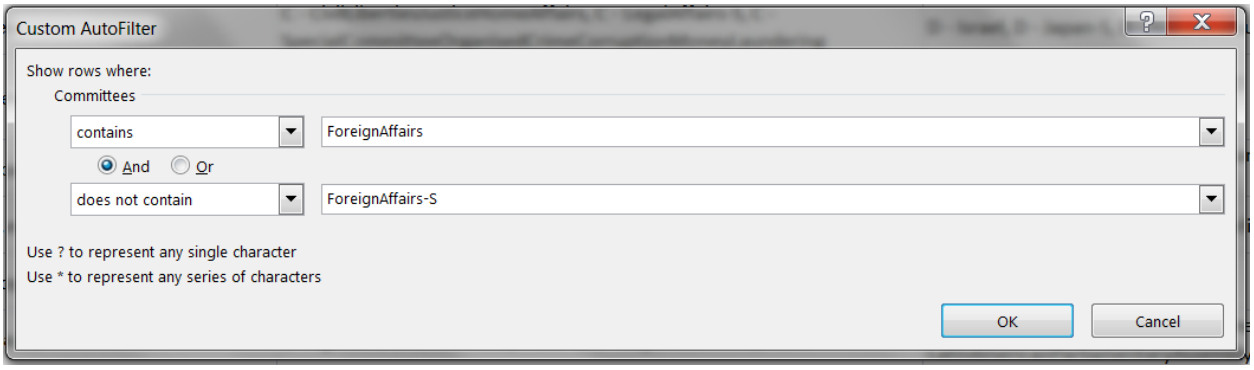
2. **Click on the drop-down arrow** next to the column header of the column you wish to filter records from (probably "Activities") and choose "Text Filters" and then "Custom Filter"



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

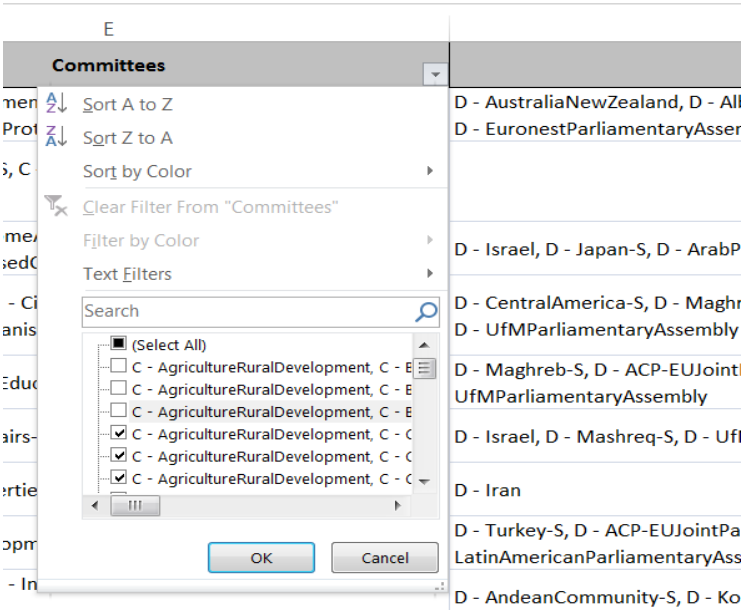


4. Filter.
As an example, you may wish to show only the rows of those MEPs who are Chairs, Political Group Coordinators, Vice-Chairs and regular Members (i.e. not Substitute Members) of the Foreign Affairs Committee. You need to find all rows that contain "ForeignAffairs" and that, at the same time,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



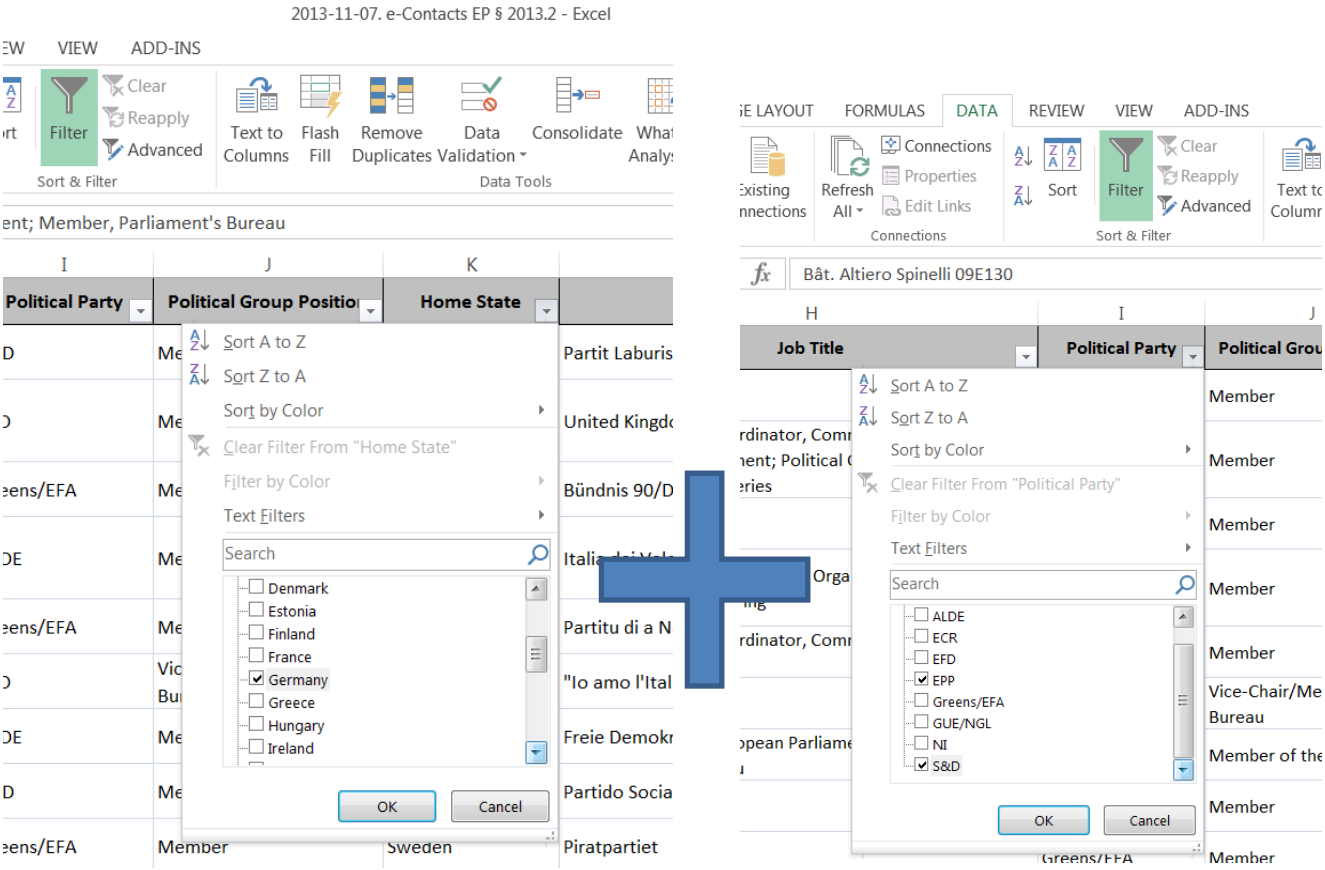
NB: Be sure to select "contains" and "does not contain" and not "equals" and "does not equal"!
Also be sure that your spelling is correct and corresponds to the wording in the database, otherwise the filter won't find anything.
Also be sure that you select "And" and not "Or". If you select "Or", it will 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)

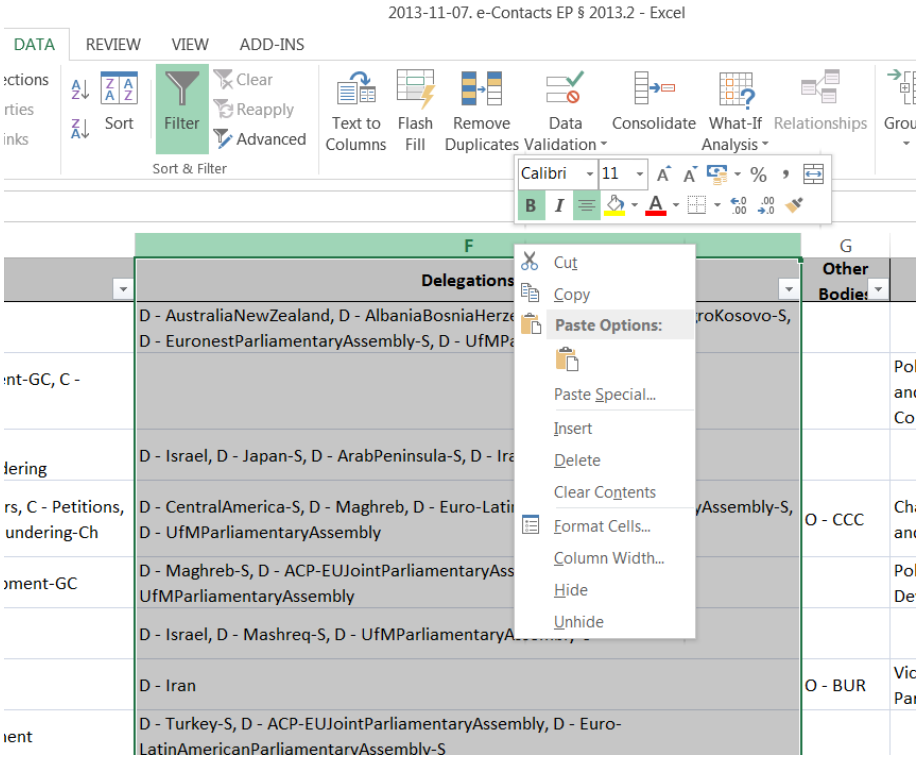


Modify your sheet: hide/unhide columns

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!



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.