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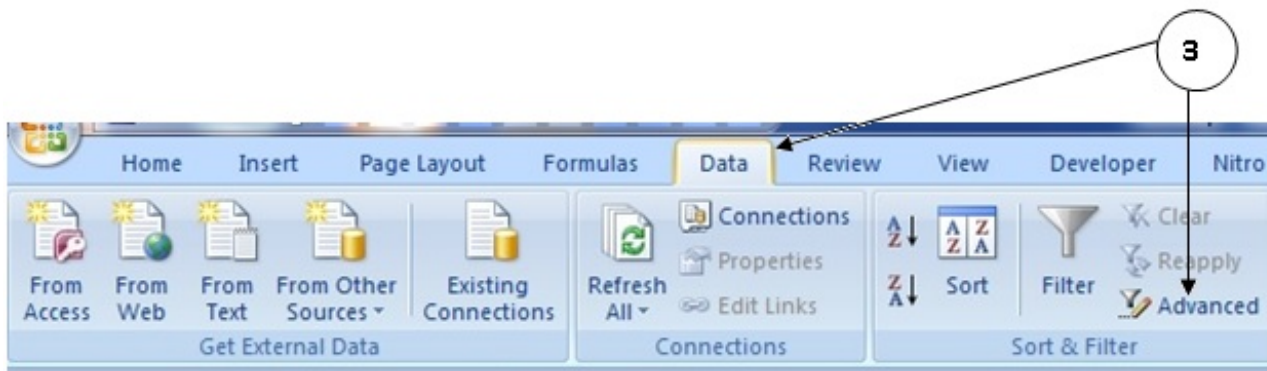
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Fast Filter

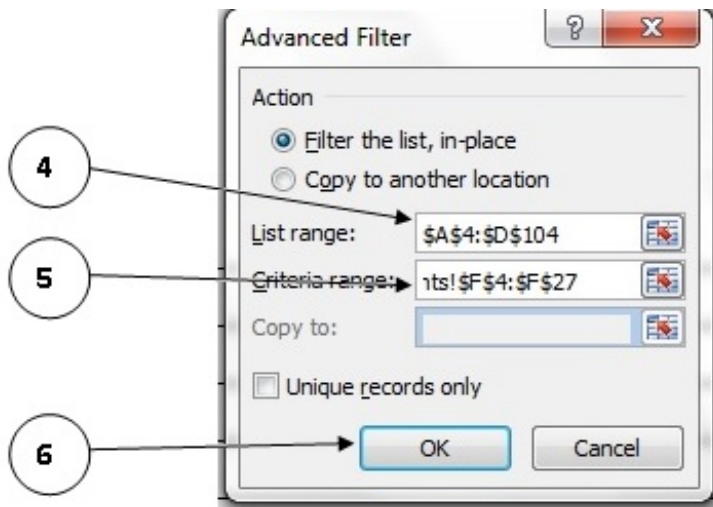
The filter in Excel is a great tool to identify specific values in a list. While this technique is fairly simple for one or two items, it gets cumbersome when you need to filter for 25 or 50. Excel has a quick way to do that. It's called Advanced Filter but I like to call it Fast Filter. The following are few brief steps to show you how to use it.

	1				2
	B		C	D	F
2007 NAICS Code	Meaning of 2007 NAICS Code	Number of Year Establishments		2007 NAICS Code	
21	Mining, quarrying, and oil and gas extraction	2007	21,169	55	
211	Oil and gas extraction	2007	6,293	551	
212	Mining (except oil and gas)	2007	6,465	62	
213	Support activities for mining	2007	8,411	44-45	
22	Utilities	2007	16,879	31-33	
221	Utilities	2007	16,879	72	
23	Construction	2007	725,101	56	
236	Construction of buildings	2007	209,203	561	
237	Heavy and civil engineering construction	2007	39,608	722	
238	Specialty trade contractors	2007	476,290	54	
31-33	Manufacturing	2007	293,919	541	
311	Food manufacturing	2007	22,058	23	
312	Beverage and tobacco product manufacturing	2007	3,233	721	
313	Textile mills	2007	2,601	481 (101)	
314	Textile product mills	2007	5,381	621	

1. This is a table containing the number of establishments in the United States by North American Industry Classification (NAICS) Code.
2. Here is short list of the codes which I need to be filter on.



3. Under the Data tab click Advanced Filter



4. Select the range of the table

5. Select your criteria range. **Note:** Your criteria range must contain a header which appears in your list range.

6. Click Ok

3	2007 NAICS Code	Meaning of 2007 NAICS Code	Number of Year Establishments	
4				
11	23	Construction	2007	725,101
15	31-33	Manufacturing	2007	293,919
17	312	Beverage and tobacco product manufacturing	2007	3,233
20	315	Apparel manufacturing	2007	6,849
41	44-45	Retail trade	2007	1,122,703
55	481 (101)	Air transportation (101)	2007	5,763
80	54	Professional, scientific, and technical services	2007	844,552
81	541	Professional, scientific, and technical services	2007	844,552
82	55	Management of companies and enterprises	2007	S
83	551	Management of companies and enterprises	2007	S
84	56	Administrative and support and waste management and remediation services	2007	389,073
85	561	Administrative and support services	2007	367,819

7. Voila! A massive table filtered with the list of criteria's selected.

On additional item to mention about the advanced filter is that it works best with text. If you need to apply this technique to numbers format them as text.

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