How to use the IHE Course Database (Excel 2007)

This database has been designed to suit the needs of a variety of users, from students to professors to administrators. This database has a large volume of information, which can make finding a specific course or list of courses at a school seem difficult. *Filters* allow users to isolate specific types of information and makes finding what you need easier!

In each of the Bachelors, Associates, and Certificate databases, you will notice that on the top row, where the cells are colored light blue (e.g. School, Degree Type, Theme), there is a small down arrow in the bottom right hand corner of each cell. This arrow is how you will filter your data in each column.

Let's practice. Open the "Bachelors programs IHE Required Course Database" document. Let's pretend we only want to look at the courses cataloged for Anna Maria College. Follow these steps:

1. Click the *Filter* arrow in the column with the "School" heading. When you click the arrow, a list is displayed. The list for this column contains each of the schools in the column in alphabetical order, so that you can quickly find the item you want.
2. In the list of schools, click Select All, to remove all the check marks
3. Click the check box for Anna Maria College
4.   Click OK to see the filtered list. Excel hides all the rows on the worksheet except for those for Anna Maria College.

To filter out more data…If you want to focus on even more specific information, only the courses that fit in the Family and Community theme, for example, you can filter again in the "Theme" column.   We go through the same process as we did to select the college:

1. Click the *Filter* arrow in the column with the "Theme" heading
2. In the list of themes, click Select All, to remove all the check marks
3. Scroll to Family and Community and click the box.

Now, the document will only show the courses at Anna Maria College that relate to the Family and Community theme.

You can click the arrow next to any heading in any column to apply a filter and can filter as many columns as needed. Filtering different columns will show you different types of information; if you only want to see courses that are for 3 credits, you can filter that. If you only want to see courses that address a specific Core Competency, you can filter that.

To remove a filter from one column, click the Filter arrow in that column, and then click Select All. The document will then display all the rows hidden by that filter.

To remove all filters at once, so that all data is showing, go to the Data menu, find the Sort & Filter section, and click Clear. That command will display all rows hidden by all filters on the worksheet but leave *Filters* turned on.