Fellowships Excel Guide

How to filter and search the fellowships database to best meet your needs

Filtering

To filter a column, click the drop-down arrow for the category you would like to filter, and the filter menu will appear. Check the boxes next to the categories that you wish to view, then click OK.

To first deselect all categories, click the check-box for Select All and click OK.

Here we want to look only at opportunities within the Political Science and Public Policy fields of study.
Excel also lets you filter multiple columns at once, allowing you to be as specific as you want.

Database filtered for Political Science/Public Policy Field of Study and Summer Internship Category

To undo a filter, click on the drop-down arrow for that category and select “Clear Filter from [Category Name]”

Clearing filter from Field of Study
Filtering with Search

For cross-listed items, filter by typing the category you’d like to see into the filter menu Search bar. By clicking OK, you will be shown all items that contain your search query in the column in which you searched.
Filtering with Search further example

Filtering by search can also be helpful when a keyword appears in multiple categories. For example, if you are looking for all summer opportunities, type “summer” into the filter menu Search Bar and click OK.

Database filtered for Categories including “summer”
Filter and Sort by Color

To filter for featured awards (which have a gray background in the Fellowship Name category) mouse over “Filter by Color” in the filter menu, and click the gray bar under “Filter by Cell Color.”

To view all opportunities with featured awards appearing first, follow same steps as before, but mouse over “Sort by Color” instead of “Filter by Color.”
Advanced Text Filter

To filter for opportunities that do not contain a certain selection criterion, mouse over “Text Filters” in the filter menu, and select “Does Not Contain…”

In the pop-up menu, type the word you don’t want to see in the top right bar, next to “does not contain” and click OK.

Filtering for opportunities that don’t have “summer” in the Category

If you are still confused or have further questions [https://edu.gcfglobal.org/en/excel2013/filtering-data/1/] is an excellent resource.