#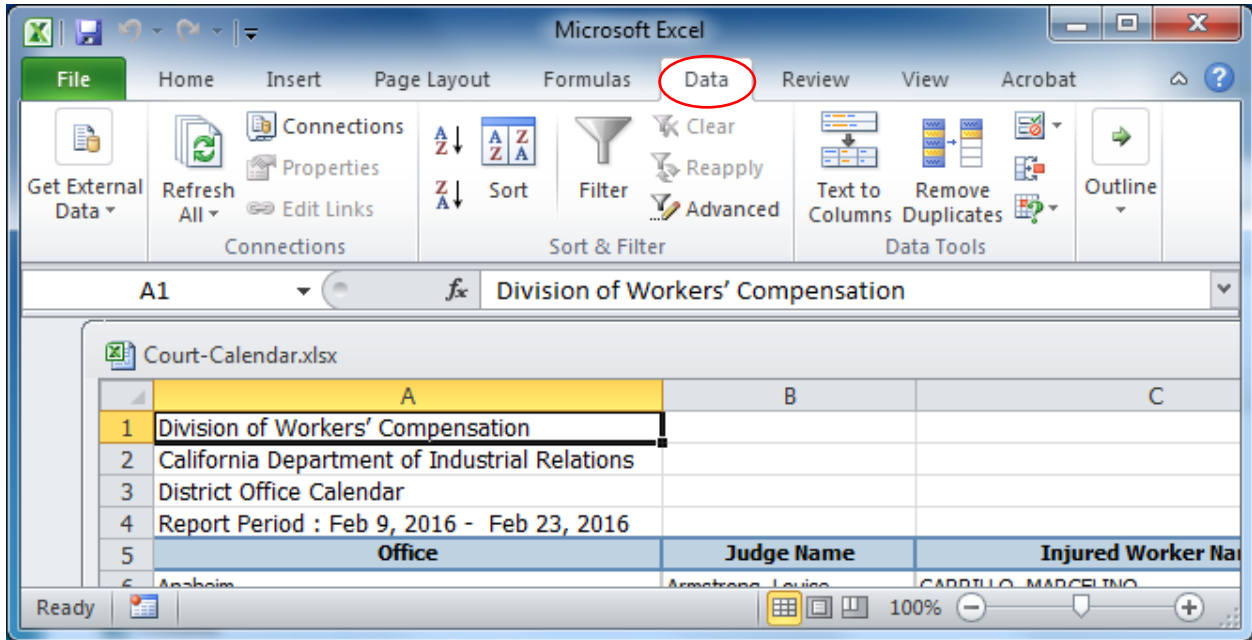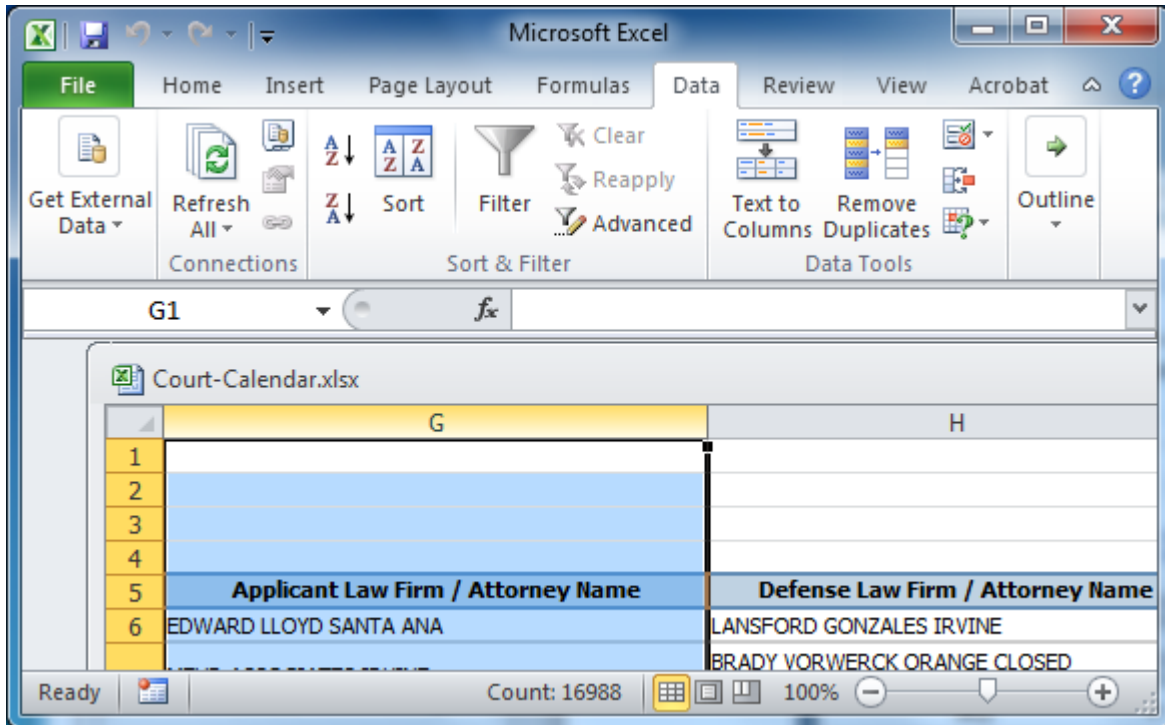 Instructions for filtering by specific Attorney name (Excel - Office Pro 2010 version) in DWC Court-Calendar using text filter "contains".

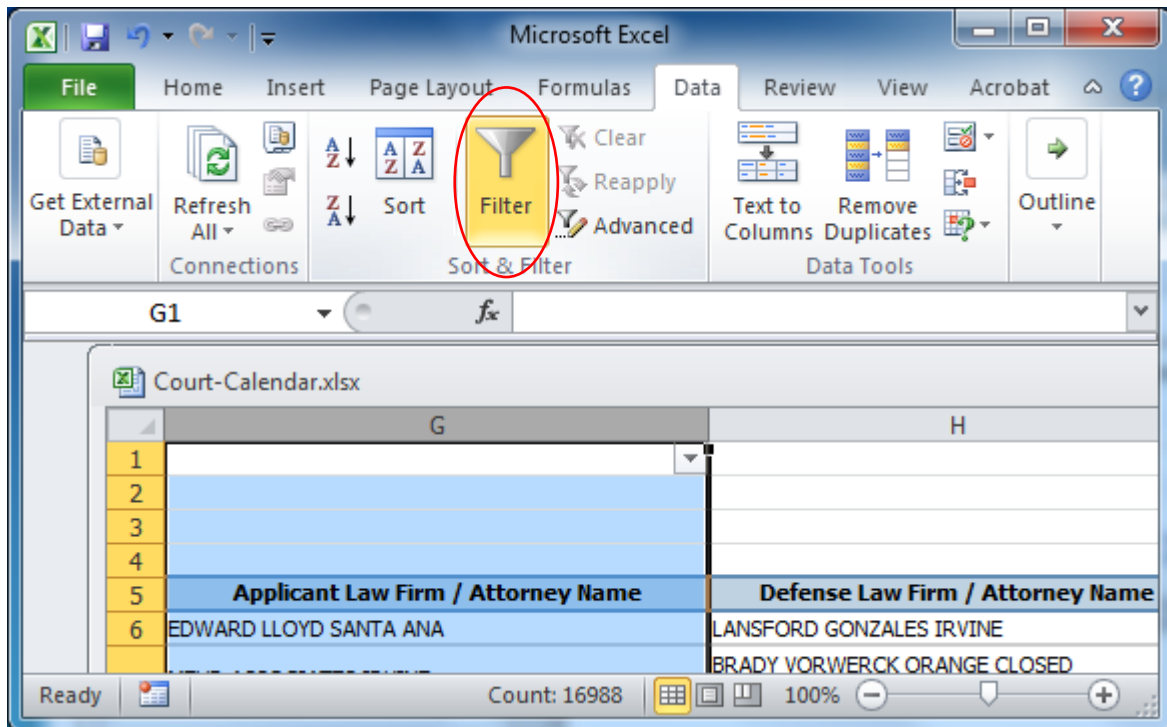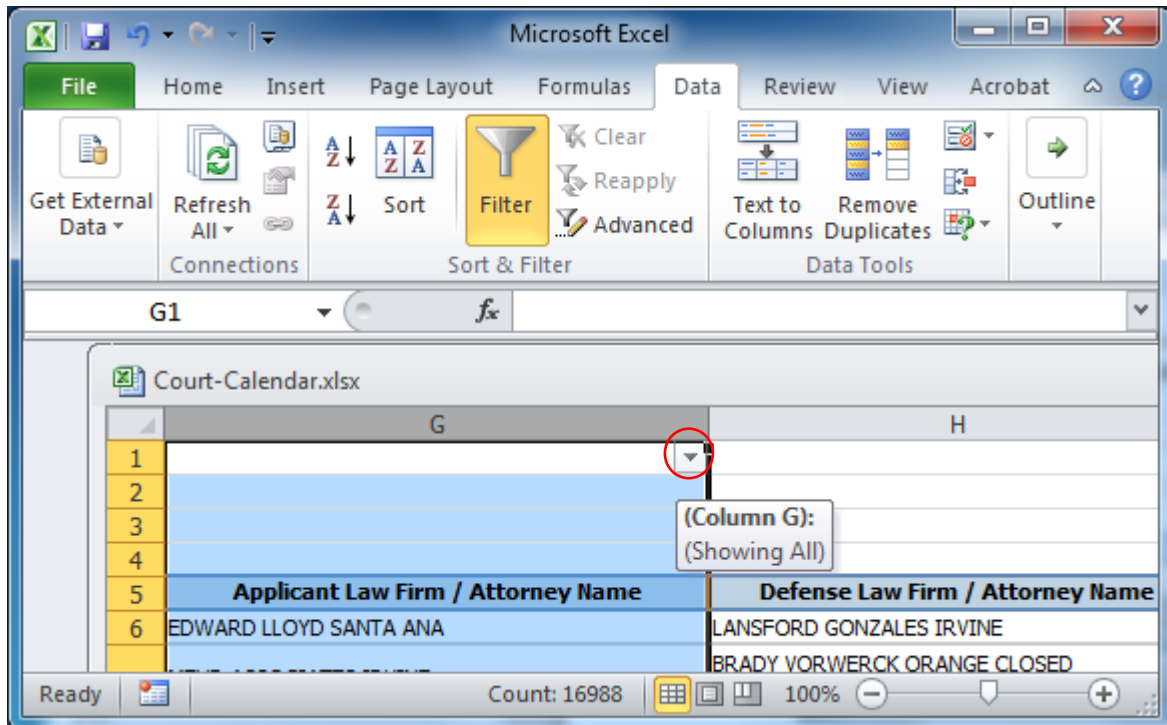1. Click on the "Data" tab at the top of the ribbon:

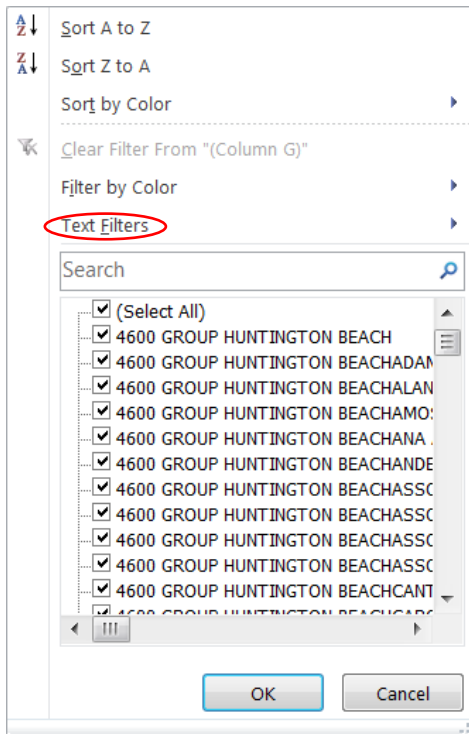2. Select the entire column of interest (e.g. click on the letter "G" or "H"):
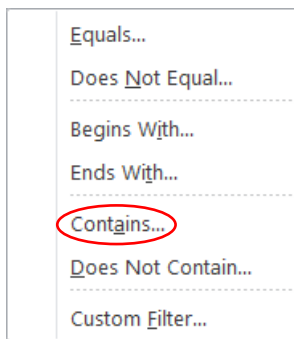
3. Click on the Filter Icon:

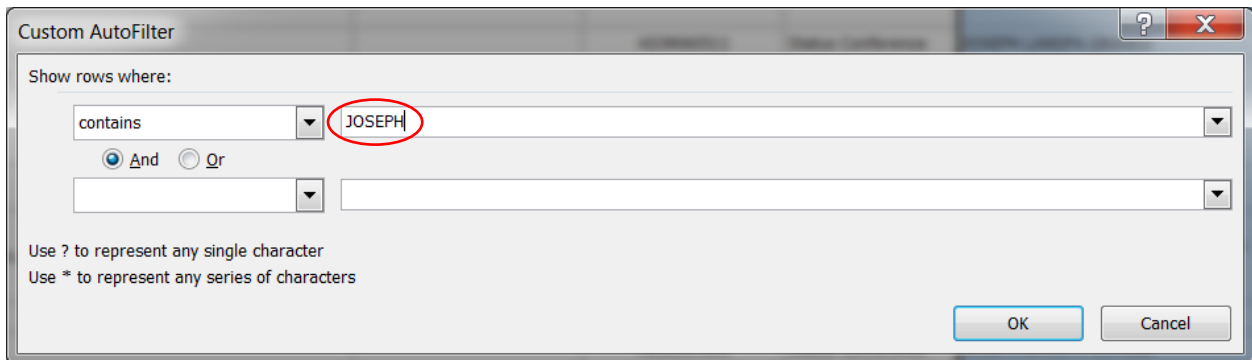4. Click on the down arrow at the top right of the selected column:

5. Select "Text Filters":

A↓	Sort A to Z
Z↓	Sort Z to A
	Sort by Color ▶
⌧	Clear Filter From "(Column G)"
	Filter by Color ▶
	Text Filters ▶

Search 🔍
☑ (Select All)
☑ 4600 GROUP HUNTINGTON BEACH
☑ 4600 GROUP HUNTINGTON BEACHADAM
☑ 4600 GROUP HUNTINGTON BEACHALAN
☑ 4600 GROUP HUNTINGTON BEACHAMO:
☑ 4600 GROUP HUNTINGTON BEACHANA
☑ 4600 GROUP HUNTINGTON BEACHANDE
☑ 4600 GROUP HUNTINGTON BEACHASS(
☑ 4600 GROUP HUNTINGTON BEACHASS(
☑ 4600 GROUP HUNTINGTON BEACHASS(
☑ 4600 GROUP HUNTINGTON BEACHASS(
☑ 4600 GROUP HUNTINGTON BEACHCANT

    OK   Cancel

6. select "Contains":

Equals...
Does Not Equal...
Begins With...
Ends With...
Contains...
Does Not Contain...
Custom Filter...

7. Enter your search term (e.g. a UAN) **and click OK:**

    Custom AutoFilter

    Show rows where:

    contains ▼   JOSEPH   ▼

    ⦿ And ○ Or

    ▼   ▼

    Use ? to represent any single character
    Use * to represent any series of characters

    OK   Cancel

You are now viewing only rows that contain your search term:

	E	F	G	H	
30	ADJ7326019	MSC	JOSEPH LANSPA ORANGE	WALL MCCORMICK SANTA ANA	Feb 11
81	ADJ8691530	MSC	DIMARCO ARAUJO SANTA ANA JOSEPH TYSEL SANTA ANA	JEFFREY SELLBERG HUNTINGTON BEACH	Feb 18
184	ADJ9058935	MSC	JOSEPH TYSEL SANTA ANA	SCHLOSSBERG UMHOLTZ BREA	Feb 18
285	ADJ9282453	Trial	JOSEPH TYSEL SANTA ANA	STACEY TOKUNAGA ORANGE	Feb 23
398	ADJ10026452	Expedited Hearing	JOSEPH RICHARDS SANTA ANA	HOMAN STONE REDLANDS	Feb 22
564	ADJ7978897	Status Conference	JOSEPH LANSPA ORANGE	TOBIN LUCKS SANTA ANA ADELSON TESTAN SANTA ANA LAUGHLIN FALBO ANAHEIM	Feb 17
565	ADJ7978926	Status Conference	JOSEPH LANSPA ORANGE	TOBIN LUCKS SANTA ANA ADELSON TESTAN SANTA ANA LAUGHLIN FALBO ANAHEIM	Feb 17

Ready   114 of 17624 records found   Count: 114   100%