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

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

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

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5. Select "Text <u>F</u>ilters":

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6. select "Contains":



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

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