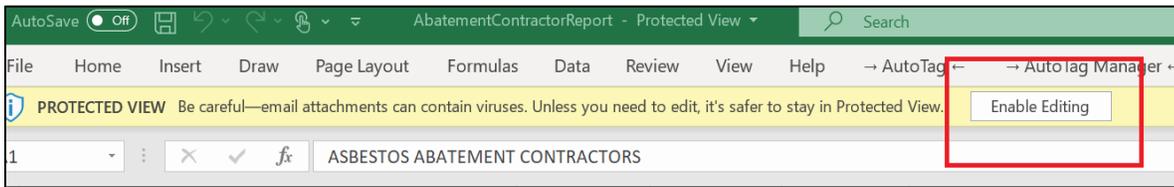# DAPC Reports – Excel Document Search Guidance

1. When you click on the excel option to open a list document, once the document opens within Excel, you may have to click the "Enable Editing" button to go forward with your search/sorting:
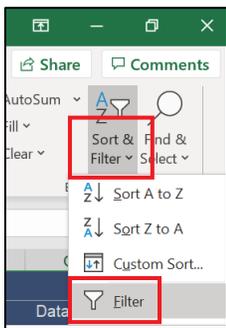

2. Click on the column row # for the row where the main column header is located on the form you are currently viewing to select (highlight) the entire row:

3. Once row is selected/highlighted, click on the "Sort & Filter" button and select "Filter":

4. This will cause the "Filter" dropdown to show up in each column heading on the row you selected:

5. Now that the column filters are visible, you should be able to filter down the columns as needed for narrowing your list searching purposes. For example, if you are looking at the Asbestos Certification list and want to look for "Evaluation Specialists" that are either in "Active" or "Extended" status in the "330" area code, you can filter each column down one at a time for your result [Click column "drop down arrow", make selection, click "OK"]: