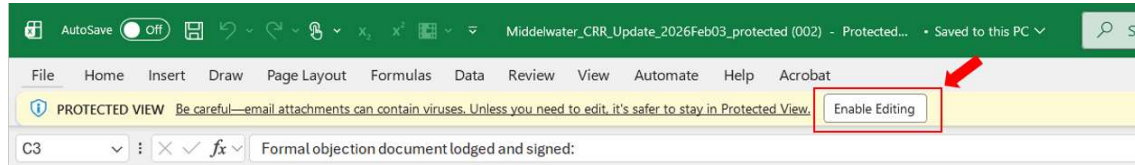


USER GUIDE (AUTOFILTER, SORTING & RESIZING ROWS IN EXCEL)

How to use AutoFilter in the CRR Excel Sheet

The first thing you need to do is to click the 'Enable Editing' button

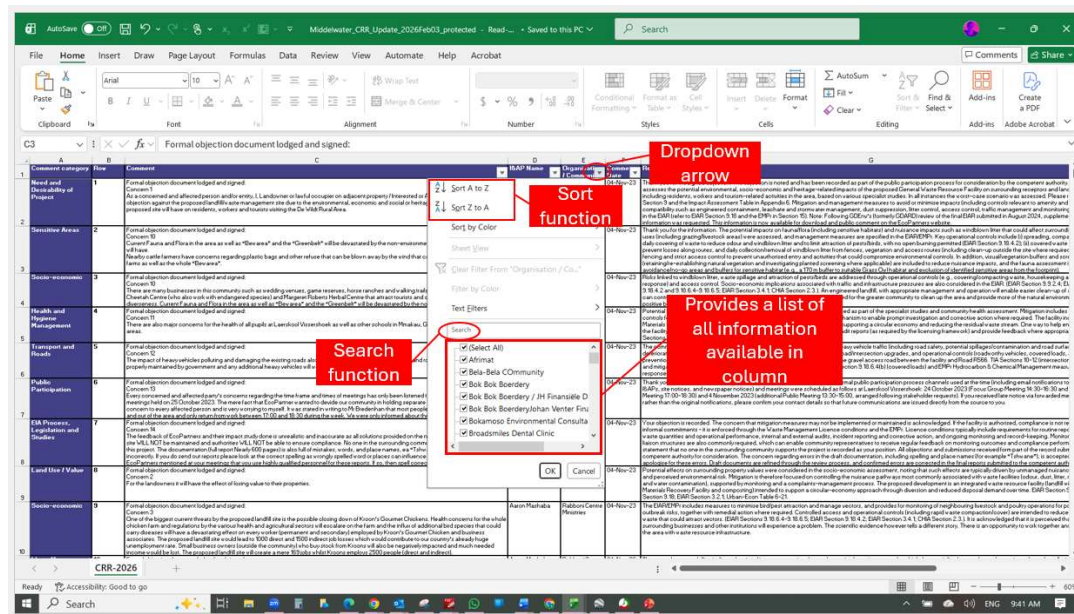


What filters do

Filters let you temporarily show only the rows you care about (e.g., one comment category, one I&AP, or only items where the Jan-2026 response is blank).

Step-by-step

1. Open the **CRR-2026** tab.
2. Look at **Row 1** (the header row) – each column header has a small **dropdown arrow**.
3. Click the dropdown arrow in the column you want to filter.



Useful columns include:

- **Column C** – Comment received
- **Column D** – I&AP Name
- **Column E** – I&AP Organisation / Community
- **Column F** – Comment Date
- **Column G** – Response (Jan-2026)
- **Column I** – Response (Aug-2024)

4. Choose how you want to filter:
 - **Tick/untick values** (use the **Search** box inside the dropdown if the list is long)
 - **Text Filters** (Contains / Begins With, etc.) for text columns
 - **Date Filters** (Between / Before / After) for date columns
5. Click **OK**.

Filtering on more than one column

You can filter Column A *and* Column D at the same time – Excel applies them together.

Clearing filters

- Clear one column: open that column dropdown → **Clear Filter From...**
- Clear everything: **Data** tab → **Clear**

Sorting

Inside any filter dropdown you can choose:

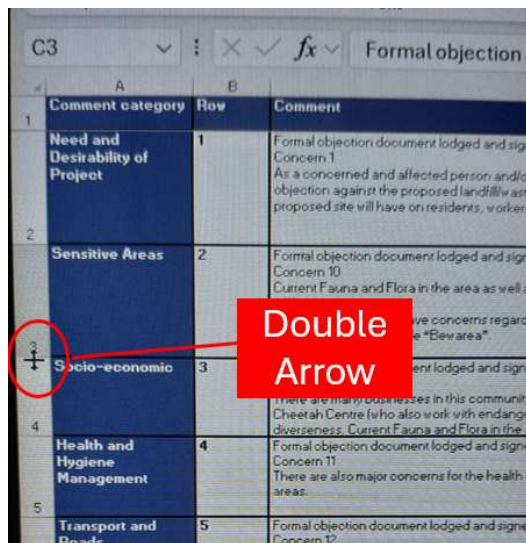
- **Sort A to Z**
- **Sort Z to A**

How to resize rows so the full text shows

The **Comment** and **Response** columns contain long text, so row height sometimes needs adjusting.

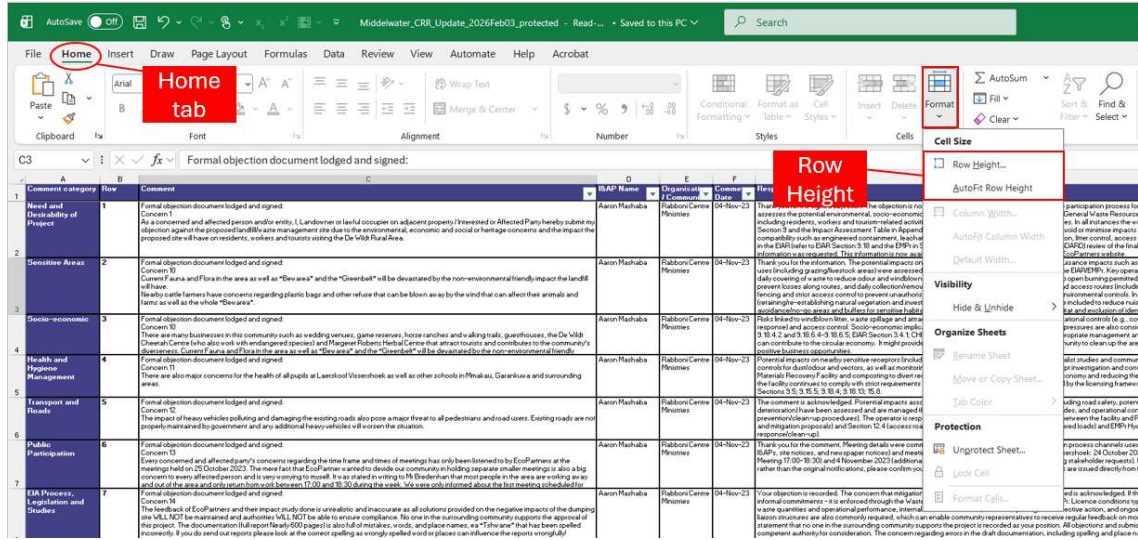
AutoFit one row (fastest)

1. Move your mouse to the **bottom edge** of a row number (left side).
2. When the cursor becomes a **double arrow, double-click**.



AutoFit multiple rows

1. Select the rows (click first row number, then **Shift-click** the last).
2. **Home** tab → **Format** → **AutoFit Row Height**



AutoFit the entire sheet (best option after filtering)

1. Click anywhere in the table.
2. Press **Ctrl+A** (twice) to select the whole sheet.
3. **Home** → **Format** → **AutoFit Row Height**

If you experience any issues with viewing information in the Excel sheet, please feel free to reach out to the Public Participation Contact:

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