

To use AutoFilter.

To find everyone with the same surname:

- click on the arrow next to Surname
- choose the required surname e.g. Colton
- click on the surname to give



No. of Schedule	PLACE	FORENAME	SURNAME	Males	Females	JOB	Has Greeny	Has England
21		Mary	Colton		82		y	
67		Geo.	Colton	21		Ag Lab	y	
67		Maria	Colton		17		y	
68		Rob ¹	Colton	55		Ag Lab	y	
68		Mary	Colton		53		y	
68		John	Colton	20		Ag Lab	y	
68		Sarah	Colton		19		y	
68		Geo.	Colton	8 months			y	
69		Maria	Colton		20		y	

To return to the original view:

- click on the arrow next to Surname
- choose (All)

