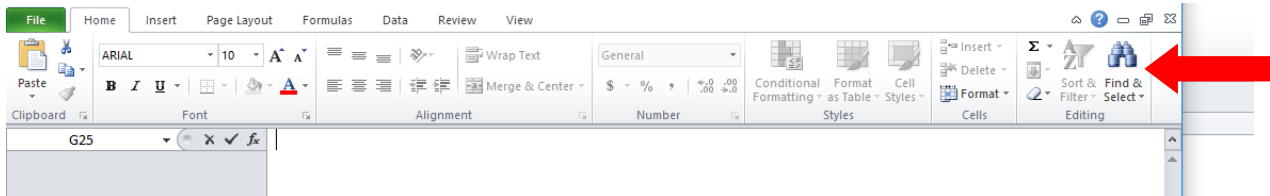


HOW TO USE EXCEL QUICK TIPS

HOW TO SEARCH/FIND

From the HOME menu, select "Find & Select"



OR

Type CTRL-F. This will open the 'Find and Replace' dialogue box. Enter your search criteria, click 'Find Next'. Excel will highlight the cell if the search criteria is met.

Report Parameters			
10	Next Follow Up Date From:	No Filter	
11	Next Follow Up Date To:	No Filter	
12	Intervention Start Date From:	No Filter	
13	Intervention Start Date To:	No Filter	
14	Encounter Group:	Sexually Transmitted and Bloodborne Infections	
15	Investigation Status:	CLOSED, OPEN, Transferred	
16	Classification Group:	Case	
17	Investigator:	No Filter	
18	Intervention User:	No Filter	
19	Display Client Identifiable Data:	Yes	
23	First Name	Last Name	Date of Birth
24	Andy	Aiken	2003-Jul-28
25	Johnny	Ron	1988-Jun-18
26	Johnny	Ron	1988-Jun-18
27	Johnny	Ron	1988-Jun-18
28	Alistair	Agnelli	2000-Mar-04
29	Alistair	Agnelli	2000-Mar-04
30	Alistair	Agnelli	2000-Mar-04
31	Andy	Aiken	2003-Jul-28
32	Blue	Berry	2000-Mar-03

Find and Replace

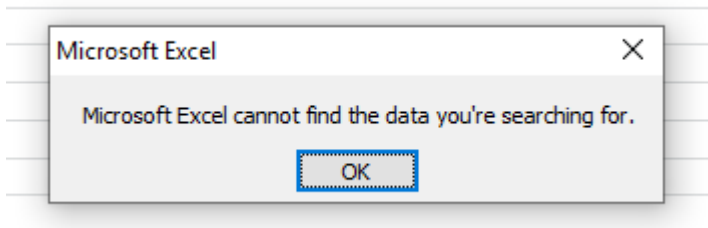
Find Replace

Find what:

Options >>

Find All Find Next Close

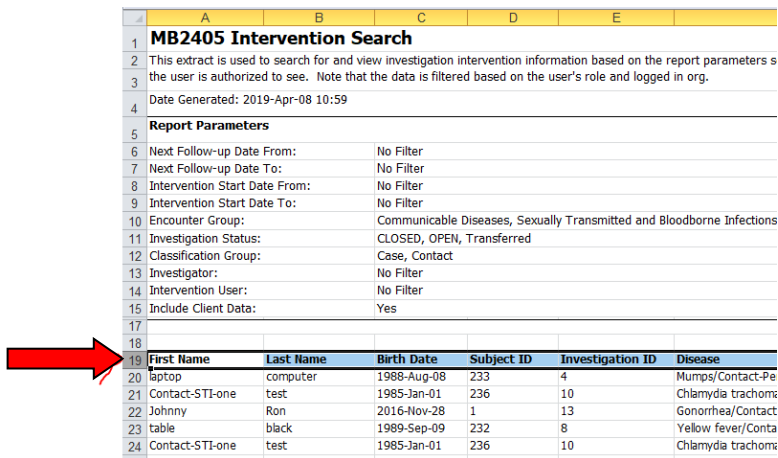
If the search criteria is not met the following message will display:



HOW TO USE EXCEL QUICK TIPS

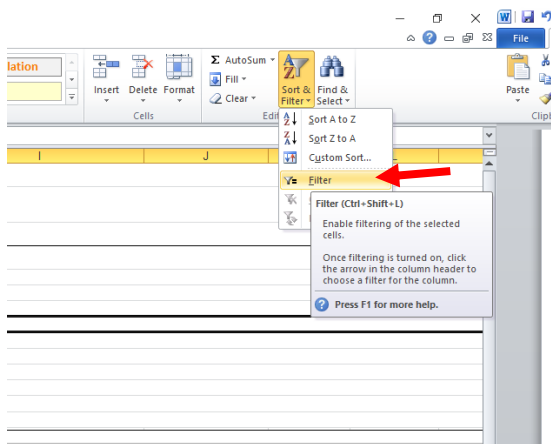
HOW TO SORT/FILTER

To filter within a column, select the header row by clicking the number that corresponds with the applicable row.



19	First Name	Last Name	Birth Date	Subject ID	Investigation ID	Disease
20	laptop	computer	1988-Aug-08	233	4	Mumps/Contact-Pe
21	Contact-STI-one	test	1985-Jan-01	236	10	Chlamydia trachom
22	Johnny	Ron	2016-Nov-28	1	13	Gonorrhea/Contact
23	table	black	1989-Sep-09	232	8	Yellow fever/Conta
24	Contact-STI-one	test	1985-Jan-01	236	10	Chlamydia trachom

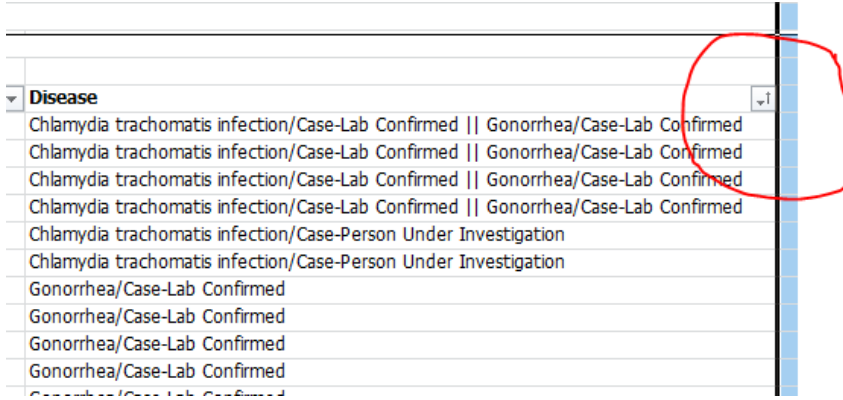
Go to HOME menu and select "Sort & Filter" and then "Filter". This applies a filter to the column headings.



3	First Name	Last Name	Date of Birth	Subject ID	Investigation ID	Disease
4	Johnny	Ron	1988-Jun-18	1321	62	Hepatitis B/Case-Lab Confirmed
5	Johnny	Ron	1988-Jun-18	1321	62	Hepatitis B/Case-Lab Confirmed
6	Johnny	Ron	1988-Jun-18	1321	62	Hepatitis B/Case-Lab Confirmed
7	Ashlyn	Addario	2003-Nov-28	1326	29	Syphilis/Case-Lab Confirmed
8	Alistair	Agnelli	2000-Mar-04	1330	63	Hepatitis B/Case-Lab Confirmed
9	Alistair	Agnelli	2000-Mar-04	1330	63	Hepatitis B/Case-Lab Confirmed
0	Alistair	Agnelli	2000-Mar-04	1330	63	Hepatitis B/Case-Lab Confirmed
1	Andy	Aiken	2003-Jul-28	1333	104	Syphilis/Case-Person Under Investigation
2	Andy	Aiken	2003-Jul-28	1333	95	Syphilis/Case-Person Under Investigation
3	Prairie-Mountain	DustyRose	1991-Nov-19	5785	146	Gonorrhea/Case-Lab Confirmed
4	Prairie-Mountain	DustyRose	1991-Nov-19	5785	146	Gonorrhea/Case-Lab Confirmed

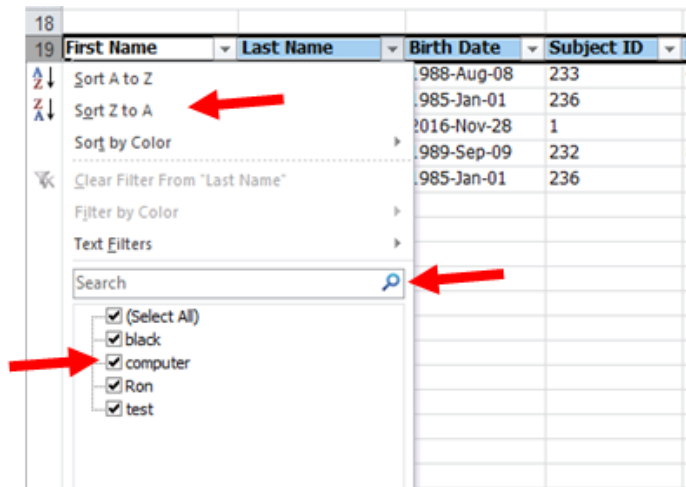
HOW TO USE EXCEL QUICK TIPS

Sort alphabetically ascending or descending.



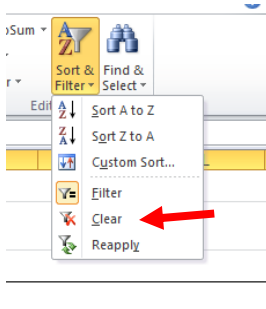
Disease
Chlamydia trachomatis infection/Case-Lab Confirmed Gonorrhea/Case-Lab Confirmed
Chlamydia trachomatis infection/Case-Lab Confirmed Gonorrhea/Case-Lab Confirmed
Chlamydia trachomatis infection/Case-Lab Confirmed Gonorrhea/Case-Lab Confirmed
Chlamydia trachomatis infection/Case-Lab Confirmed Gonorrhea/Case-Lab Confirmed
Chlamydia trachomatis infection/Case-Person Under Investigation
Chlamydia trachomatis infection/Case-Person Under Investigation
Gonorrhea/Case-Lab Confirmed
Gonorrhea/Case-Lab Confirmed
Gonorrhea/Case-Lab Confirmed
Gonorrhea/Case-Lab Confirmed
Gonorrhea/Case-Lab Confirmed
Gonorrhea/Case-Lab Confirmed
Gonorrhea/Case-Lab Confirmed

Use the search field to type a word that is contained in the cell. All cells that contain this word will display; or check/uncheck any item. Checked items will display; unchecked items will be hidden.



18	19	First Name	Last Name	Birth Date	Subject ID
		Sort A to Z		988-Aug-08	233
		Sort Z to A		985-Jan-01	236
		Sort by Color		016-Nov-28	1
		Clear Filter From "Last Name"		989-Sep-09	232
		Filter by Color		985-Jan-01	236
		Text Filters			
		Search			
		<input checked="" type="checkbox"/> (Select All)			
		<input checked="" type="checkbox"/> black			
		<input checked="" type="checkbox"/> computer			
		<input checked="" type="checkbox"/> Ron			
		<input checked="" type="checkbox"/> test			

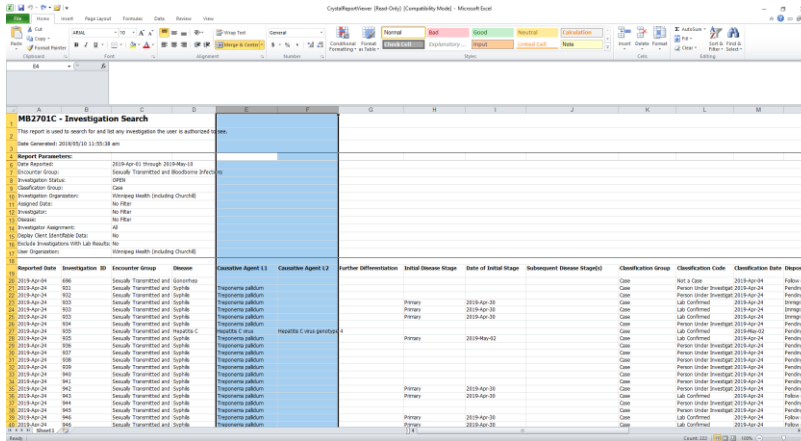
To remove all filters, select "clear".



HOW TO USE EXCEL QUICK TIPS

HOW TO HIDE/UNHIDE COLUMNS OR ROWS

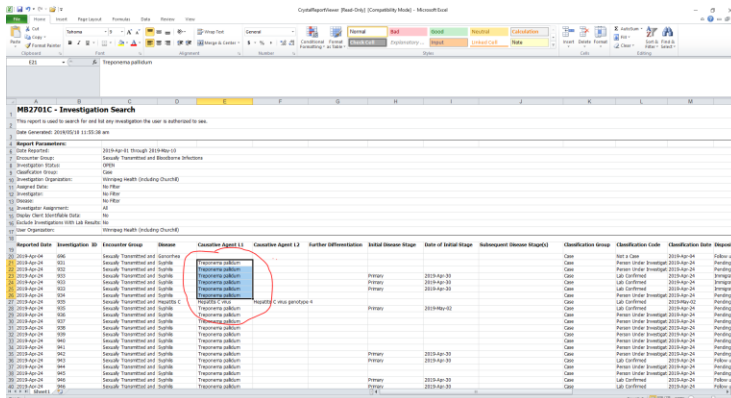
To hide a column(s) or row(s), select the column or row heading(s) for the desired sections.



Right-click to open dialogue box. Select "hide". To unhide, highlight columns before and after hidden column and select "unhide".

HOW TO COPY/PASTE

Select the cell content or desired selection.



With selection highlighted, right click to open dialogue box, select "copy". Move cursor to where you want to paste, right click and select "paste".

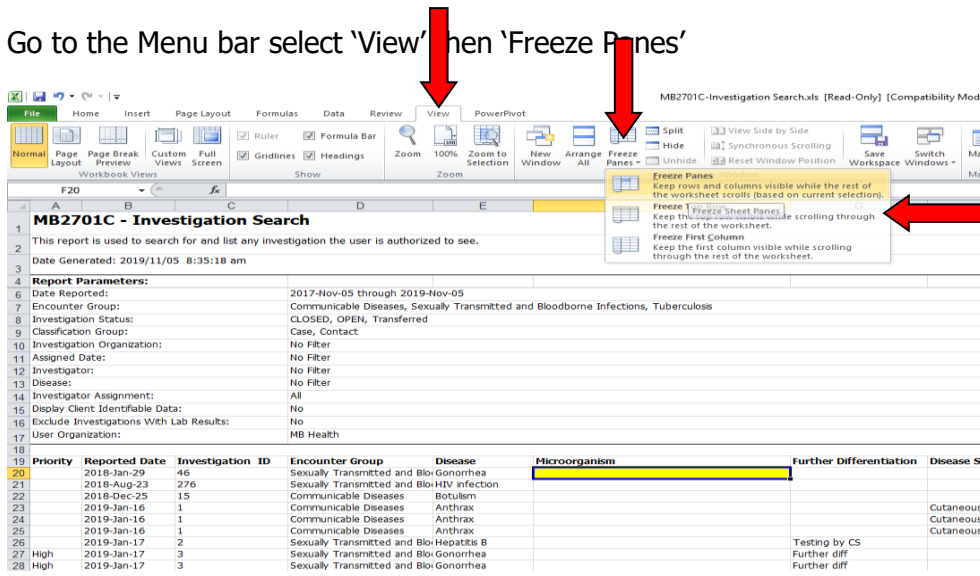
Alternatively highlight the cells and select CTRL C to copy and CTRL V to Paste.

HOW TO USE EXCEL QUICK TIPS

HOW TO FREEZE PANES

To keep a portion of the sheet visible while the rest of the sheet scrolls, place your cursor in the cell that you like to control the 'freeze'.

Go to the Menu bar select 'View' then 'Freeze Panes'



The screenshot shows the Excel interface with the 'View' menu open and 'Freeze Panes' selected. A red arrow points from the 'View' menu to the 'Freeze Panes' option. Another red arrow points from the 'Freeze Panes' option to the 'Freeze Panes' option in the dropdown menu. A third red arrow points from the 'Freeze Panes' option in the dropdown menu to the 'Freeze Panes' option in the dropdown menu. The spreadsheet below shows a table with columns A through G and rows 1 through 28.

Priority	Reported Date	Investigation ID	Encounter Group	Disease	Microorganism	Further Differentiation	Disease Sit
20	2018-Jan-29	46	Sexually Transmitted and Blo	Gonorrhoea			
21	2018-Aug-23	276	Sexually Transmitted and Blo	HIV infection			
22	2018-Dec-25	15	Communicable Diseases	Botulism			
23	2019-Jan-16	1	Communicable Diseases	Anthrax			Cutaneous :
24	2019-Jan-16	1	Communicable Diseases	Anthrax			Cutaneous :
25	2019-Jan-16	1	Communicable Diseases	Anthrax			Cutaneous :
26	2019-Jan-17	2	Sexually Transmitted and Blo	Hepatitis B		Testing by CS	
27	2019-Jan-17	3	Sexually Transmitted and Blo	Gonorrhoea		Further diff	
28	2019-Jan-17	3	Sexually Transmitted and Blo	Gonorrhoea		Further diff	

Everything to the left of the highlighted cell and everything above the highlighted cell will now remain 'frozen'. The title bar will always remain visible, when scrolling up and down, and columns A through E will always remain visible when scrolling left to right.

MB2701C - Investigation Search

This report is used to search for and list any investigation the user is authorized to see.

Date Generated: 2019/11/05 8:35:18 am

Report Parameters:

Date Reported:	2017-Nov-05 through 2019-Nov-05
Encounter Group:	Communicable Diseases, Sexually Transmitted and
Investigation Status:	CLOSED, OPEN, Transferred
Classification Group:	Case, Contact
Investigation Organization:	No Filter
Assigned Date:	No Filter
Investigator:	No Filter
Disease:	No Filter
Investigator Assignment:	All
Display Client Identifiable Data:	No
Exclude Investigations With Lab Results:	No
User Organization:	MB Health

Priority	Reported Date	Investigation ID	Encounter Group	Disease	Assigned Date	Investigator Name	Client ID	Date of Birth
Medium	2019-Apr-01	229	Communicable Diseases	Hepatitis B	2019-Jun-13	Wright, Glenn	494	1990-Jan-01
Medium	2019-Apr-01	229	Communicable Diseases	Typhoid fever	2019-May-29	Ramos, Jennifer	494	1990-Jan-01
Medium	2019-Apr-01	229	Communicable Diseases	Typhoid fever	2019-Jun-05	Esteves, Sandra	494	1990-Jan-01
Medium	2019-Apr-01	229	Communicable Diseases	Typhoid fever	2019-Jun-13	Wright, Glenn	494	1990-Jan-01
High	2019-Apr-03	176	Sexually Transmitted and Blo	Syphilis	2019-Apr-03	Sethi, Chanchal	251	1994-Jan-18
High	2019-Apr-09	177	Communicable Diseases	Anthrax	2019-Apr-17	Sethi, Chanchal	488	1990-Jan-01
High	2019-Apr-09	177	Communicable Diseases	Anthrax	2019-May-07	Sethi, Chanchal	488	1990-Jan-01
High	2019-Apr-09	177	Communicable Diseases	Diphtheria	2019-May-07	Sethi, Chanchal	488	1990-Jan-01
High	2019-Apr-09	177	Communicable Diseases	Diphtheria	2019-Apr-09	Deane, Ruth	488	1990-Jan-01
	2019-Apr-12	178	Sexually Transmitted and Blo	Gonorrhoea	2019-Apr-15	Sethi, Chanchal	488	1990-Jan-01
	2019-Apr-12	178	Sexually Transmitted and Blo	Gonorrhoea	2019-Apr-15	Ramos, Jennifer	488	1990-Jan-01
	2019-Apr-12	178	Sexually Transmitted and Blo	Gonorrhoea	2019-Apr-15	Deane, Ruth	488	1990-Jan-01
	2019-Apr-12	178	Sexually Transmitted and Blo	Hepatitis C	2019-Apr-12	Sethi, Chanchal	488	1990-Jan-01
	2019-Apr-12	178	Sexually Transmitted and Blo	Hepatitis C	2019-Apr-15	Sethi, Chanchal	488	1990-Jan-01
	2019-Apr-12	178	Sexually Transmitted and Blo	Hepatitis C	2019-Apr-15	Ramos, Jennifer	488	1990-Jan-01
	2019-Apr-12	178	Sexually Transmitted and Blo	Hepatitis C	2019-Apr-15	Deane, Ruth	488	1990-Jan-01
	2019-Apr-12	178	Sexually Transmitted and Blo	Hepatitis C	2019-Apr-12	Sethi, Chanchal	488	1990-Jan-01
	2019-Apr-12	178	Sexually Transmitted and Blo	Syphilis	2019-Apr-15	Sethi, Chanchal	488	1990-Jan-01
	2019-Apr-12	178	Sexually Transmitted and Blo	Syphilis	2019-Apr-15	Ramos, Jennifer	488	1990-Jan-01
	2019-Apr-12	178	Sexually Transmitted and Blo	Syphilis	2019-Apr-15	Deane, Ruth	488	1990-Jan-01