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Word Options (Advanced) - Word - support.microsoft.comAdvanced Word Processing Lessons 56-110: Microsoft Word
2016, Spiral bound Version by Susie H. Vanhuss, Connie M.
Forde, et al. | Jun 17, 2016 3.0 out of 5 stars 9

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It displays the Advanced Filter dialog box instead of the AutoFilter menu. You type the advanced criteria in a separate criteria range on the worksheet and above the range of cells or table that you want to filter. Microsoft Office Excel uses the separate criteria range in the Advanced Filter dialog box as the source for the advanced criteria.

Filter by using advanced criteria - Excel

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