

# Step 1: Highlight the Top Row

The screenshot shows the Microsoft Excel interface with a spreadsheet titled 'farmland.csv'. The top row of the spreadsheet is highlighted in green. The spreadsheet has the following columns:

Block	Lot	Qual	Class	Property L	Owner Na	Mailing Ac	City	St	Zip	M4 Land	M4 Bldg	D	Add	Lots	PRC	Lot in Cropland	Cropland	Appurtenz	NA	Wood	Permanar	Imputed	G	Board	Ret	Total	Acre	Unknown
101	11.01	QFARM	3B	FLATBROC BENEDICT 520 M LUT	NEWARK, 07102	13.534	AC			13.534					13.534	0	0	0	13.534	0	0	0	0	0	0	13.534	0	
101	1	QFARM	3B	FLATBROC YMCA OF 1600 BROAI	NEWARK, 07102	151.98	AC			151.98					151.98	0	0	26.98	125	0	0	0	0	0	0	151.98	0	
301	2	QFARM	3B	RT 206 N KAUFMAN 1 VAN SICI	BRANCHV/07826	1.86	AC			1.86					1.86	0	0	0	1.86	0	0	0	0	0	0	1.86	0	
501	4	QFARM	3B	HOTALEN LUKE, WILI 5 HOTALEI	SANDYSTC 07826	9.19	AC			9.19					9.19	0	0	0	7.8	1.39	0	0	0	0	0	9.19	0	
501	7	QFARM	3B	HOTALEN YMCA OF 1600 BROAI	NEWARK, 07102	13.653	AC			13.653					13.653	0	0	0	13.653	0	0	0	0	0	0	13.653	0	
501	8	QFARM	3B	HOTALEN YMCA OF 1600 BROAI	NEWARK, 07102	1.34	AC			1.34					1.34	0	0	0	1.34	0	0	0	0	0	0	1.34	0	
501	9	QFARM	3B	HOTALEN NIKLAUS, IPO BOX 32	BRANCHV/07826	2.20	AC			2.20					2.20	0	0	0	2.20	0	0	0	0	0	0	2.20	0	
501	14.02	QFARM	3B	FLATBROC YMCA OF 1600 BROAI	NEWARK, 07102	13.02	AC			13.02					13.02	0	0	0	13.02	0	0	0	0	0	0	13.02	0	
502	10	QFARM	3B	HOTALEN LUKE, LAU 5 HOTALEI	BRANCHV/07826	43.174	AC			43.174					43.174	0	1.4	0	35.77	6	0	0	0	0	0	43.17	0	
502	11	QFARM	3B	HOTALEN LUKE, WILI 5 HOTALEI	SANDYSTC 07826	47.15	AC			47.15					47.15	0	0	0	47.15	0	0	0	0	0	0	47.15	0	
502	14	QFARM	3B	19 HOTALE NIKLAUS, IPO BOX 32	BRANCHV/07826	11.43	AC			11.43					11.43	0	0	0	11.43	0	0	0	0	0	0	11.43	0	
502	15	QFARM	3B	25 HOTALE NIKLAUS, IPO BOX 32	BRANCHV/07826	11.77	AC			11.77					11.77	0	0	0	11.77	0	0	0	0	0	0	11.77	0	
502	29	QFARM	3B	1 SUNRISE BURKHARI 1 SUNRISE	SANDYSTC 07826	48.901	AC			48.901					48.901	0	0	0	48.901	0	0	0	0	0	0	48.901	0	
502	29.01	QFARM	3B	13 HOTALE COLLINS, I13 HOTALE	SANDYSTC 00000	9.12	AC			9.12					9.12	0	0	0	9.12	0	0	0	0	0	0	9.12	0	
502	68.01	QFARM	3B	HIRAMS GI BROWN, P5 MARTHA	SANDYSTC 07826	10.4900	AC			10.4900					10.4900	0	0	0	10.4900	0	0	0	0	0	0	10.4900	0	
502	87	QFARM	3B	71 FLATBR BENEDICT 520 M LUT	NEWARK, 07102	45.28	AC			45.28					45.28	0	0	0	45.28	0	0	0	0	0	0	45.28	0	
603	3	QFARM	3B	MEYERS RI BARRETO, 47 MEYERS	MONTAGL 07827	8.698	AC			8.698					8.698	0	0	0	8.7	0	0	0	0	0	0	8.7	0	
603	7	QFARM	3B	MEYERS RI BRIGANTE 594 MOUN	WASHING' 07676	6.27	AC			6.27					6.27	0	0	6.27	0	0	0	0	0	0	0	6.27	0	
603	7.02	QFARM	3B	MEYERS RI BRIGANTE 594 MOUN	WASHING' 07676	2.18	AC			2.18					2.18	0	0	0	2.18	0	0	0	0	0	0	2.18	0	
603	7.03	QFARM	3B	MEYERS RI BRIGANTE 594 MOUN	WASHING' 07676	6.268	AC			6.268					6.268	0	0	6.268	0	0	0	0	0	0	0	6.268	0	
701	1	QFARM	3B	RT 206 N NAFTAL, N2 DEGROA	MONTAGL 07827	182.95	AC			182.95		50	95	0	0	0	0	0	37.95	0	0	0	0	0	0	182.95	0	
701	1.01	QFARM	3B	MEYERS RI NAFTAL, N2 DEGROA	MONTAGL 07827	5.45	AC			5.45				5.45	0	0	0	5.45	0	0	0	0	0	0	0	5.45	0	
701	2	QFARM	3B	MEYERS RI SANTILLO, 105 SO PR	VERONA, I07044	15.02	AC			15.02				2.02	15.02	0	0	0	15.02	0	0	0	0	0	0	0	15.02	0
701	5.02	QFARM	3B	MEYERS RI NAFTAL, N2 DEGROA	MONTAGL 07827	9.35	AC			9.35					9.35	0	0	0	9.35	0	0	0	0	0	0	9.35	0	
701	5.03	QFARM	3B	MEYERS RI NAFTAL, S2 DEGROA	MONTAGL 07827	3.08	AC			3.08					3.08	0	0	0	3.08	0	0	0	0	0	0	3.08	0	
701	5.05	QFARM	3B	MEYERS RI NAFTAL, N2 DEGROA	MONTAGL 07827	2.80	AC			2.80					2.80	0	0	2.80	0	0	0	0	0	0	0	2.80	0	
701	7	QFARM	3B	7 MEYERS DONKERSI 7 MEYERS	SANDYSTC 07826	10.18	AC			10.18					10.18	0	0	0	10.18	0	0	0	0	0	0	10.18	0	
702	7.02	QFARM	3B	34 MEYERS JONES, RY 34 MEYERS	SANDYSTC 07826	12.99	AC			12.99		0.46	0	0	12.99	0	0	0	12.53	0	0	0	0	0	0	12.99	0	
702	7.03	QFARM	3B	36 MEYERS GIANATTA 53 MORRIS	BRANCHV/07826	25.27	AC			25.27					25.27	0	0	0	25.27	0	0	0	0	0	0	25.27	0	
702	7.06	QFARM	3B	26 MEYERS KAYS, GEC 26 MEYERS	BRANCHV/07826	10.09	ACS			10.09					10.09	0	0	0	10.09	0	0	0	0	0	0	10.09	0	
702	7.10	QFARM	3B	22 MEYERS SABIA, TH 22 MEYERS	BRANCHV/07826	7.653	AC			7.653					7.653	0	0	0	7.653	0	0	0	0	0	0	7.653	0	
702	8	QFARM	3B	16 MEYERS SABIA, TH 22 MEYERS	SANDYSTC 00000	22.8	AC			22.8					22.8	0	0	0	22.8	0	0	0	0	0	0	22.8	0	
702	10.01	QFARM	3B	MEYERS RI SATTELBEF 32 MARRIC	CLIFTON, I07013	25.09	AC			25.09					25.09	0	0	0	25.09	0	0	0	0	0	0	25.09	0	
702	12	QFARM	3B	RT 206 N ARIBEN RE 5515 43RD	MASPETH, 11378	25.188	AC			25.188		2.1	0	1.9	19.7	1.488	0	0	0	0	0	0	0	0	0	25.188	0	
702	12.01	QFARM	3B	RT 206 N SEIBERT, J PO BOX 71	BRANCHV/07826	6.61	AC			6.61					6.61	0	0	0	6.61	0	0	0	0	0	0	6.61	0	
702	12.07	QFARM	3B	MEYERS RI WESIGHAF 2 MEYERS	BRANCHV/07826	5.02	AC			5.02					5.02	0	0	0	5.02	0	0	0	0	0	0	5.02	0	
702	17	QFARM	3B	RT 206 N SEIBERT, J PO BOX 71	BRANCHV/07826	52.91	AC			52.91					52.91	0	0	0	52.91	0	0	0	0	0	0	52.91	0	
801	17	QFARM	3B	336 US RO BLESSING, 4 LARCH C	NEWTON, 07860	5.35	AC			5.35					5.35	0	0	0	5.35	0	0	0	0	0	0	5.35	0	
801	24.01	QFARM	3B	CEMETERY MILLER, D 45 CEMETI	MONTAGL 07827	20.46	AC			20.46		1	0	0	19.46	0	0	0	19.46	0	0	0	0	0	0	20.46	0	
801	24.02	QFARM	3B	BAYLEY RD BELL ASSO 120 SYLVA	ENGLEWO 07632	39.49	AC			39.49					39.49	0	0	0	39.49	0	0	0	0	0	0	39.49	0	
801	24.03	QFARM	3B	CEMETERY CUCO, DU 539 RIVERI	ELIZABETH 07028	40.20	AC			40.20		20.25	0	7.9	0	12.05	0	0	0	0	0	0	0	0	0	40.20	0	
801	25	QFARM	3B	SHAYTOW TANZOLA, 19 SHAYTC	SANDYSTC 07827	39.18	AC			39.18		16	4	10	0	9.18	0	0	0	0	0	0	0	0	0	39.18	0	
803	2	QFARM	3B	CEMETERY DI GIACON 25 CONIST	SHORT HIL 07078	1.29	AC			1.29		1.29	0	0	0	0	0	0	0	0	0	0	0	0	0	1.29	0	
804	1	QFARM	3B	15 DEGRO KIENTZLEF 15 DEGRO	SANDYSTC 00000	34.90	AC			34.90					34.90	0	0	0	34.90	0	0	0	0	0	0	34.90	0	
804	2	QFARM	3B	DEGROAT NAFTAL, N2 DEGROA	MONTAGL 07827	34.12	AC			34.12		26.08	0	0	0	8.04	0	0	0	0	0	0	0	0	0	34.12	0	
804	7	QFARM	3B	CEMETERY KIENTZLEF 15 DEGRO	MONTAGL 07827	61.95	AC			61.95					61.95	0	0	0	61.95	0	0	0	0	0	0	61.95	0	
804	7.01	QFARM	3B	CFMFTFRY KIENTZLEF 15 DFGRO	MONTAGL 07827	6.39	AC			6.39					6.39	0	0	0	6.39	0	0	0	0	0	0	6.39	0	

## Step 2: Click on the “Bold” Button

The screenshot shows the Microsoft Excel interface with the 'Home' ribbon selected. The 'Font' group is active, and the 'Bold' button (represented by a bold letter 'B') is being clicked. A tooltip for the Bold button is displayed, indicating the keyboard shortcut 'Ctrl+B' and the action 'Make your text bold.' Below the ribbon, a spreadsheet is visible with the following columns: Block, Lot, Qual, Class, Property, Owner, Na, Mailing, Ac, City, St, Zip, M4 Land, C M4 Bldg, D Addl Lots, PRC Lot in Cropland, Cropland, Appurtene, NA Wood, Permanar, Imputed, G Board, Ret, Total Acre, and Unknown. The spreadsheet contains data for various agricultural parcels, including details like 'FLATBROC BENEDICT 520 M LUT NEWARK, 07102' and 'MEYERS RI BRIGANTE 594 MOUN WASHING 07676'.

### Step 3: Click on the “Fill Color” Button and Select a Color

The screenshot shows the Microsoft Excel interface with the 'Fill Color' dropdown menu open. The menu is positioned over a spreadsheet with the following columns: Block, Lot, Qual, Class, Property, Land, M4 Bldg, D Addl Lots, PRC, Lot, Cropland, Cropland, Appurten, NA Wood, Perman, Imputed, Board-Rel, Total, Acre, and Unknown. The 'Fill Color' menu shows 'Theme Colors' and 'Standard Colors' options. The 'Theme Colors' section includes a 'More Colors...' option. The 'Standard Colors' section includes a 'No Fill' option. The spreadsheet data is as follows:

Block	Lot	Qual	Class	Property	Land	M4 Bldg	D Addl Lots	PRC	Lot	Cropland	Cropland	Appurten	NA Wood	Perman	Imputed	Board-Rel	Total	Acre	Unknown
201	11.01	QFARM	3B	FLATBR	1.534				13.534	0	0	0	13.534	0	0	0	13.534	0	
501	1	QFARM	3B	FLATBR	1.98				15.98	0	0	26.98	125	0	0	0	151.98	0	
501	2	QFARM	3B	RT 206 N	0.86				1.86	0	0	0	1.86	0	0	0	1.86	0	
501	4	QFARM	3B	HOTALE	19				9.19	0	0	0	7.8	1.39	0	0	9.19	0	
501	7	QFARM	3B	HOTALE	13.653				13.653	0	0	0	13.653	0	0	0	13.653	0	
501	8	QFARM	3B	HOTALE	34				1.34	0	0	0	1.34	0	0	0	1.34	0	
501	9	QFARM	3B	HOTALE	20				2.2	0	0	0	2.2	0	0	0	2.2	0	
501	14.02	QFARM	3B	FLATBR	13.02				13.02	0	0	0	13.02	0	0	0	13.02	0	
502	10	QFARM	3B	HOTALE	43.174			1.4	43.174	0	0	0	35.77	6	0	0	43.17	0	
502	11	QFARM	3B	HOTALE	47.15				47.15	0	0	0	47.15	0	0	0	47.15	0	
502	14	QFARM	3B	19 HOTA	11.43				11.43	0	0	0	11.43	0	0	0	11.43	0	
502	15	QFARM	3B	25 HOTA	11.77				11.77	0	0	0	11.77	0	0	0	11.77	0	
502	29	QFARM	3B	1 SUNRI	48.901				48.901	0	0	0	48.901	0	0	0	48.901	0	
502	29.01	QFARM	3B	13 HOTA	12				9.12	0	0	0	9.12	0	0	0	9.12	0	
502	68.01	QFARM	3B	HIRAMS GIBBON, P5 MARTHA SANDYSTC	10.4900				10.49	0	0	0	10.49	0	0	0	10.49	0	
502	87	QFARM	3B	71 FLATBR BENEDICT 520 M LUT NEWARK, 07102	45.28				45.28	0	0	0	45.28	0	0	0	45.28	0	
603	3	QFARM	3B	MEYERS RI BARRETO, 47 MEYERS MONTAGL 07827	8.698				8.698	0	0	0	8.7	0	0	0	8.7	0	
603	7	QFARM	3B	MEYERS RI BRIGANTE 594 MOUN WASHING 07676	6.27			6.27	6.27	0	0	0	6.27	0	0	0	6.27	0	
603	7.02	QFARM	3B	MEYERS RI BRIGANTE 594 MOUN WASHING 07676	2.18				2.18	0	0	0	2.18	0	0	0	2.18	0	
603	7.03	QFARM	3B	MEYERS RI BRIGANTE 594 MOUN WASHING 07676	6.268			6.268	6.268	0	0	6.268	0	0	0	0	6.268	0	
701	1	QFARM	3B	RT 206 N NAFTAL, N2 DEGROA MONTAGL 07827	182.95			50	182.95	50	95	0	0	37.95	0	0	182.95	0	
701	1.01	QFARM	3B	MEYERS RI NAFTAL, N2 DEGROA MONTAGL 07827	5.45			5.45	5.45	0	0	5.45	0	0	0	0	5.45	0	
701	2	QFARM	3B	MEYERS RI SANTILLO, 105 SO PR VERONA, 107044	15.02		2.02	15.02	15.02	0	0	0	15.02	0	0	0	15.02	0	
701	5.02	QFARM	3B	MEYERS RI NAFTAL, N2 DEGROA MONTAGL 07827	9.35			9.35	9.35	0	0	0	9.35	0	0	0	9.35	0	
701	5.03	QFARM	3B	MEYERS RI NAFTAL, S2 DEGROA MONTAGL 07827	3.08			3.08	3.08	0	0	0	3.08	0	0	0	3.08	0	
701	5.05	QFARM	3B	MEYERS RI NAFTAL, N2 DEGROA MONTAGL 07827	2.80			2.8	2.8	0	0	2.8	0	0	0	0	2.8	0	
701	7	QFARM	3B	7 MEYERS DONKERSI 7 MEYERS SANDYSTC 07826	10.18			10.18	10.18	0	0	0	10.18	0	0	0	10.18	0	
702	7.02	QFARM	3B	34 MEYERS JONES, RY 34 MEYERS SANDYSTC 07826	12.99			12.99	12.99	0.46	0	0	12.53	0	0	0	12.99	0	
702	7.03	QFARM	3B	36 MEYERS GIANATTA 53 MORRIS BRANCHVI 07826	25.27			25.27	25.27	0	0	0	25.27	0	0	0	25.27	0	
702	7.06	QFARM	3B	26 MEYERS KAYS, GEC 26 MEYERS BRANCHVI 07826	10.09			10.09	10.09	0	0	0	10.09	0	0	0	10.09	0	
702	7.10	QFARM	3B	22 MEYERS SABIA, TH 22 MEYERS BRANCHVI 07826	7.653			7.653	7.653	0	0	0	7.653	0	0	0	7.653	0	
702	8	QFARM	3B	16 MEYERS SABIA, TH 22 MEYERS SANDYSTC 00000	22.8			22.8	22.8	0	0	0	22.8	0	0	0	22.8	0	
702	10.01	QFARM	3B	MEYERS RI SATTELBEF 32 MARRIC CLIFTON, 107013	25.09			25.09	25.09	0	0	0	25.09	0	0	0	25.09	0	
702	12	QFARM	3B	RT 206 N ARIBEN RE 5515 43RD MASPETH, 11378	25.188			25.188	25.188	2.1	0	1.9	19.7	1.488	0	0	25.188	0	
702	12.01	QFARM	3B	RT 206 N SEIBERT, J PO BOX 71 BRANCHVI 07826	6.61			6.61	6.61	0	0	0	6.61	0	0	0	6.61	0	
702	12.07	QFARM	3B	MEYERS RI WESIGHAF 2 MEYERS BRANCHVI 07826	5.02			5.02	5.02	0	0	0	5.02	0	0	0	5.02	0	
702	17	QFARM	3B	RT 206 N SEIBERT, J PO BOX 71 BRANCHVI 07826	52.91			52.91	52.91	0	0	0	52.91	0	0	0	52.91	0	
801	17	QFARM	3B	336 US RO BLESSING, 4 LARCH C NEWTON, 07860	5.35			5.35	5.35	0	0	0	5.35	0	0	0	5.35	0	
801	24.01	QFARM	3B	CEMETERY MILLER, D 45 CEMETI MONTAGL 07827	20.46			20.46	20.46	1	0	0	19.46	0	0	0	20.46	0	
801	24.02	QFARM	3B	BAYLEY RD BELL ASSO 120 SYLVA ENGLEWO 07632	39.49			39.49	39.49	0	0	0	39.49	0	0	0	39.49	0	
801	24.03	QFARM	3B	CEMETERY CUO, DU 539 RIVER ELIZABETH 07028	40.20			40.2	40.2	20.25	0	7.9	0	12.05	0	0	40.2	0	
801	25	QFARM	3B	SHAYTOW TANZOLA, 19 SHAYTC SANDYSTC 07827	39.18			39.18	39.18	16	4	10	0	9.18	0	0	39.18	0	
803	2	QFARM	3B	CEMETERY DI GIACON 25 CONIST SHORT HIL 07078	1.29			1.29	1.29	1.29	0	0	0	0	0	0	1.29	0	
804	1	QFARM	3B	15 DEGRO KIENTZLEF 15 DEGRO SANDYSTC 00000	34.90			34.9	34.9	0	0	0	34.9	0	0	0	34.9	0	
804	2	QFARM	3B	DEGROAT NAFTAL, N2 DEGROA MONTAGL 07827	34.12			34.12	34.12	26.08	0	0	0	8.04	0	0	34.12	0	
804	7	QFARM	3B	CEMETERY KIENTZLEF 15 DEGRO MONTAGL 07827	61.95			61.95	61.95	0	0	0	61.95	0	0	0	61.95	0	
804	7.01	QFARM	3B	CFMFTFRY KIENTZLEF 15 DFGRO MONTAGL 07827	6.39			6.39	6.39	0	0	0	6.39	0	0	0	6.39	0	

## Step 4: Click on the "Sort & Filter" Button and Select "Filter"

The screenshot shows the Microsoft Excel interface with a data table. The 'Sort & Filter' dropdown menu is open, and the 'Filter' option is highlighted. The table contains the following columns: Block, Lot, Qual, Class, Property Owner, Na Mailing, Ac, City, St, Zip, M4 Land, C M4 Bldg, D Addl Lots, PRC, Lot, ir Cropland, Cropland, Appurteni, NA Wood, Perman, Imputed, C Board-Rel, Total, Acre, Unknown.

Block	Lot	Qual	Class	Property Owner	Na Mailing	Ac	City	St	Zip	M4 Land	C M4 Bldg	D Addl Lots	PRC	Lot	ir Cropland	Cropland	Appurteni	NA Wood	Perman	Imputed	C Board-Rel	Total	Acre	Unknown
201	11.01	QFARM	3B	FLATBROC BENEDICT	520 M LUT NEWARK,	07102				13.534				13.534	0	0	0	13.534	0	0	0	13.534	0	0
501	1	QFARM	3B	FLATBROC YMCA OF	1600 BROAI NEWARK,	07102				151.98			26.98	125	0	0	0	125	0	0	0	151.98	0	0
501	2	QFARM	3B	RT 206 N KAUFMAN	1 VAN SICI BRANCHVI	07826				1.86			0	1.86	0	0	0	1.86	0	0	0	1.86	0	0
501	4	QFARM	3B	HOTALEN LUKE, WILI	5 HOTALEI SANDYSTC	07826				9.19			0	9.19	0	0	7.8	1.39	0	0	0	9.19	0	0
501	7	QFARM	3B	HOTALEN YMCA OF	1600 BROAI NEWARK,	07102				13.653			0	13.653	0	0	0	13.653	0	0	0	13.653	0	0
501	8	QFARM	3B	HOTALEN YMCA OF	1600 BROAI NEWARK,	07102				1.34			0	1.34	0	0	0	1.34	0	0	0	1.34	0	0
501	9	QFARM	3B	HOTALEN NIKLAUS,	IPO BOX 32 BRANCHVI	07826				2.20			0	2.2	0	0	0	2.2	0	0	0	2.2	0	0
501	14.02	QFARM	3B	FLATBROC YMCA OF	1600 BROAI NEWARK,	07102				13.02			0	13.02	0	0	0	13.02	0	0	0	13.02	0	0
502	10	QFARM	3B	HOTALEN LUKE, LAU	5 HOTALEI BRANCHVI	07826				43.174		1.4	0	35.77	6	0	0	35.77	6	0	0	43.17	0	0
502	11	QFARM	3B	HOTALEN LUKE, WILI	5 HOTALEI SANDYSTC	07826				47.15			0	47.15	0	0	0	47.15	0	0	0	47.15	0	0
502	14	QFARM	3B	19 HOTALE NIKLAUS,	IPO BOX 32 BRANCHVI	07826				11.43			0	11.43	0	0	0	11.43	0	0	0	11.43	0	0
502	15	QFARM	3B	25 HOTALE NIKLAUS,	IPO BOX 32 BRANCHVI	07826				11.77			0	11.77	0	0	0	11.77	0	0	0	11.77	0	0
502	29	QFARM	3B	1 SUNRISE BURKHARI	1 SUNRISE SANDYSTC	07826				48.901			0	48.901	0	0	0	48.901	0	0	0	48.901	0	0
502	29.01	QFARM	3B	13 HOTALE COLLINS,	I13 HOTALE SANDYSTC	00000				9.12			0	9.12	0	0	0	9.12	0	0	0	9.12	0	0
502	68.01	QFARM	3B	HIRAMS GI BROWN,	P5 MARTHA SANDYSTC	07826				10.490			0	10.49	0	0	0	10.49	0	0	0	10.49	0	0
502	87	QFARM	3B	71 FLATBR BENEDICT	520 M LUT NEWARK,	07102				45.28			0	45.28	0	0	0	45.28	0	0	0	45.28	0	0
603	3	QFARM	3B	MEYERS RI BARRETO,	47 MEYERS MONTAGL	07827				8.698			0	8.698	0	0	0	8.7	0	0	0	8.7	0	0
603	7	QFARM	3B	MEYERS RI BRIGANTE	594 MOUN WASHING	07676				6.27		0	6.27	0	0	0	0	6.27	0	0	0	6.27	0	0
603	7.02	QFARM	3B	MEYERS RI BRIGANTE	594 MOUN WASHING	07676				2.18			0	2.18	0	0	0	2.18	0	0	0	2.18	0	0
603	7.03	QFARM	3B	MEYERS RI BRIGANTE	594 MOUN WASHING	07676				6.268			6.268	0	0	0	0	6.268	0	0	0	6.268	0	0
701	1	QFARM	3B	RT 206 N NAFTAL,	N2 DEGROA MONTAGL	07827				182.95		50	95	0	0	0	0	37.95	0	0	0	182.95	0	0
701	1.01	QFARM	3B	MEYERS RI NAFTAL,	N2 DEGROA MONTAGL	07827				5.45			5.45	0	0	0	0	5.45	0	0	0	5.45	0	0
701	2	QFARM	3B	MEYERS RI SANTILLO,	105 SO PR VERONA,	I07044				15.02		2.02	0	15.02	0	0	0	15.02	0	0	0	15.02	0	0
701	5.02	QFARM	3B	MEYERS RI NAFTAL,	N2 DEGROA MONTAGL	07827				9.35			0	9.35	0	0	0	9.35	0	0	0	9.35	0	0
701	5.03	QFARM	3B	MEYERS RI NAFTAL,	S2 DEGROA MONTAGL	07827				3.08			0	3.08	0	0	0	3.08	0	0	0	3.08	0	0
701	5.05	QFARM	3B	MEYERS RI NAFTAL,	N2 DEGROA MONTAGL	07827				2.80			0	2.8	0	0	0	2.8	0	0	0	2.8	0	0
701	7	QFARM	3B	7 MEYERS DONKERSI	7 MEYERS SANDYSTC	07826				10.18			0	10.18	0	0	0	10.18	0	0	0	10.18	0	0
702	7.02	QFARM	3B	34 MEYERS JONES,	RY 34 MEYERS SANDYSTC	07826				12.99		0.46	0	12.99	0	0	0	12.53	0	0	0	12.99	0	0
702	7.03	QFARM	3B	36 MEYERS GIANATTA	53 MORRIS BRANCHVI	07826				25.27			0	25.27	0	0	0	25.27	0	0	0	25.27	0	0
702	7.06	QFARM	3B	26 MEYERS KAYS,	GEC26 MEYERS BRANCHVI	07826				10.09			0	10.09	0	0	0	10.09	0	0	0	10.09	0	0
702	7.10	QFARM	3B	22 MEYERS SABIA,	TH22 MEYERS BRANCHVI	07826				7.653			0	7.653	0	0	0	7.653	0	0	0	7.653	0	0
702	8	QFARM	3B	16 MEYERS SABIA,	TH22 MEYERS SANDYSTC	00000				22.8			0	22.8	0	0	0	22.8	0	0	0	22.8	0	0
702	10.01	QFARM	3B	MEYERS RI SATTELBEF	32 MARRIC CLIFTON,	I07013				25.09			0	25.09	0	0	0	25.09	0	0	0	25.09	0	0
702	12	QFARM	3B	RT 206 N ARIBEN	RE5515 43RD MASPETH,	11378				25.188			2.1	1.9	19.7	1.488	0	19.7	1.488	0	0	25.188	0	0
702	12.01	QFARM	3B	RT 206 N SEIBERT,	J PO BOX 71 BRANCHVI	07826				6.61			0	6.63	0	0	0	6.63	0	0	0	6.63	0	0
702	12.07	QFARM	3B	MEYERS RI WESIGHAF	2 MEYERS BRANCHVI	07826				5.02			0	5.02	0	0	0	5.02	0	0	0	5.02	0	0
702	17	QFARM	3B	RT 206 N SEIBERT,	J PO BOX 71 BRANCHVI	07826				52.91			0	52.91	0	0	0	52.91	0	0	0	52.91	0	0
801	17	QFARM	3B	336 US RO BLESSING,	4 LARCH C NEWTON,	07860				5.35			0	5.35	0	0	0	5.35	0	0	0	5.35	0	0
801	24.01	QFARM	3B	CEMETERY MILLER,	D45 CEMETI MONTAGL	07827				20.46		1	0	19.46	0	0	0	19.46	0	0	0	20.46	0	0
801	24.02	QFARM	3B	BAYLEY RD BELL ASSO	120 SYLVA ENGLEWO	07632				39.49			0	39.49	0	0	0	39.49	0	0	0	39.49	0	0
801	24.03	QFARM	3B	CEMETERY CUCO,	DJ 539 RIVERI ELIZABETH	07028				40.20		20.25	0	7.9	0	12.05	0	12.05	0	0	0	40.2	0	0
801	25	QFARM	3B	SHAYTOW TANZOLA,	19 SHAYTC SANDYSTC	07827				39.18		16	4	10	0	9.18	0	9.18	0	0	0	39.18	0	0
803	2	QFARM	3B	CEMETERY DI GIACON	25 CONIST SHORT HIL	07078				1.29		1.29	0	0	0	0	0	0	0	0	0	1.29	0	0
804	1	QFARM	3B	15 DEGRO KIENTZLEF	15 DEGRO SANDYSTC	00000				34.9			0	34.9	0	0	0	34.9	0	0	0	34.9	0	0
804	2	QFARM	3B	DEGROAT NAFTAL,	N2 DEGROA MONTAGL	07827				34.12		26.08	0	0	0	0	0	8.04	0	0	0	34.12	0	0
804	7	QFARM	3B	CEMETERY KIENTZLEF	15 DEGRO MONTAGL	07827				61.95			0	61.95	0	0	0	61.95	0	0	0	61.95	0	0
804	7.01	QFARM	3B	CFMFTFRY KIENTZLEF	15 DFGRO MONTAGL	07827				6.39			0	6.39	0	0	0	6.39	0	0	0	6.39	0	0

## Step 5: Go to the “View” tab, Click on the “Freeze Panes” Button, and Select “Freeze Top Row”

The screenshot shows the Microsoft Excel interface with the 'View' tab selected. The 'Freeze Panes' button is highlighted, and a tooltip is displayed over the 'Freeze Top Row' option. The tooltip text reads: 'Freeze Top Row: Keep the top row visible while scrolling through the rest of the worksheet.' The spreadsheet data is visible in the background, showing columns A through P and rows 1 through 48. The status bar at the bottom indicates 'Ready', 'Accessibility: Unavailable', and 'Count: 22'.

## Step 6: Highlight Everything by Clicking on the Button by the Top of the "A" Column

The screenshot shows the Microsoft Excel interface with the 'farmland.csv' file open. The ribbon is set to 'Home', and the 'A' column header is selected. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	Lock	Lot	Qual	Class	Propert	Owner	Mailing	City St	Zip	M4 Lan	M4 Bldg	Add Ld	PRC Lo	Croplai	Croplai	Appurti	NA Woi	Permar	Impute	Board-I	Total A	Unknos							
2	501	11.01	QFARM	3B	FLATBROC BENEDICT 520 M LUT NEWARK, 07102				13.534 AC				13.534	0	0	0	13.534	0	0	0	13.534	0							
3	501	1	QFARM	3B	FLATBROC YMCA OF 1600 BROAI NEWARK, 07102				151.98 AC				151.98	0	0	26.98	125	0	0	0	151.98	0							
4	501	2	QFARM	3B	RT 206 N KAUFMAN 1 VAN SICI BRANCHV 07826				1.86 AC				1.86	0	0	0	1.86	0	0	0	1.86	0							
5	501	4	QFARM	3B	HOTALEN LUKE, WILI 5 HOTALEI SANDYSTC 07826				9.19 AC				9.19	0	0	0	7.8	1.39	0	0	9.19	0							
6	501	7	QFARM	3B	HOTALEN YMCA OF 1600 BROAI NEWARK, 07102				13.653 AC				13.653	0	0	0	13.653	0	0	0	13.653	0							
7	501	8	QFARM	3B	HOTALEN YMCA OF 1600 BROAI NEWARK, 07102				1.34 AC				1.34	0	0	0	1.34	0	0	0	1.34	0							
8	501	9	QFARM	3B	HOTALEN NIKLAUS, IPO BOX 32 BRANCHV 07826				2.20 AC				2.2	0	0	0	2.2	0	0	0	2.2	0							
9	501	14.02	QFARM	3B	FLATBROC YMCA OF 1600 BROAI NEWARK, 07102				13.02 AC				13.02	0	0	0	13.02	0	0	0	13.02	0							
10	502	10	QFARM	3B	HOTALEN LUKE, LAU 5 HOTALEI BRANCHV 07826				43.174 AC				43.174	0	1.4	0	35.77	6	0	0	43.17	0							
11	502	11	QFARM	3B	HOTALEN LUKE, WILI 5 HOTALEI SANDYSTC 07826				47.15 AC				47.15	0	0	0	47.15	0	0	0	47.15	0							
12	502	14	QFARM	3B	19 HOTALE NIKLAUS, IPO BOX 32 BRANCHV 07826				11.43 AC				11.43	0	0	0	11.43	0	0	0	11.43	0							
13	502	15	QFARM	3B	25 HOTALE NIKLAUS, IPO BOX 32 BRANCHV 07826				11.77 AC				11.77	0	0	0	11.77	0	0	0	11.77	0							
14	502	29	QFARM	3B	1 SUNRISE BURKHARI 1 SUNRISE SANDYSTC 07826				48.901 AC				48.901	0	0	0	48.901	0	0	0	48.901	0							
15	502	29.01	QFARM	3B	13 HOTALE COLLINS, 113 HOTALE SANDYSTC 00000				9.12 AC				9.12	0	0	0	9.12	0	0	0	9.12	0							
16	502	68.01	QFARM	3B	HIRAMS GI BROWN, P5 MARTHA SANDYSTC 07826				10.4900 AC				10.49	0	0	0	10.49	0	0	0	10.49	0							
17	502	87	QFARM	3B	71 FLATBR BENEDICT 520 M LUT NEWARK, 07102				45.28 AC				45.28	0	0	0	45.28	0	0	0	45.28	0							
18	603	3	QFARM	3B	MEYERS RI BARRETO, 47 MEYERS MONTAGL 07827				8.698 AC				8.698	0	0	0	8.7	0	0	0	8.7	0							
19	603	7	QFARM	3B	MEYERS RI BRIGANTE 594 MOUN WASHING 07676				6.27 AC				6.27	0	0	6.27	0	0	0	0	6.27	0							
20	603	7.02	QFARM	3B	MEYERS RI BRIGANTE 594 MOUN WASHING 07676				2.18 AC				2.18	0	0	0	2.18	0	0	0	2.18	0							
21	603	7.03	QFARM	3B	MEYERS RI BRIGANTE 594 MOUN WASHING 07676				6.268 AC				6.268	0	0	6.268	0	0	0	0	6.268	0							
22	701	1	QFARM	3B	RT 206 N NAFTAL, N2 DEGROA MONTAGL 07827				182.95 AC				182.95	50	95	0	37.95	0	0	0	182.95	0							
23	701	1.01	QFARM	3B	MEYERS RI NAFTAL, N2 DEGROA MONTAGL 07827				5.45 AC				5.45	0	0	5.45	0	0	0	0	5.45	0							
24	701	2	QFARM	3B	MEYERS RI SANTILLO, 105 SO PR VERONA, 107044				15.02 AC			2.02	15.02	0	0	0	15.02	0	0	0	15.02	0							
25	701	5.02	QFARM	3B	MEYERS RI NAFTAL, N2 DEGROA MONTAGL 07827				9.35 AC				9.35	0	0	0	9.35	0	0	0	9.35	0							
26	701	5.03	QFARM	3B	MEYERS RI NAFTAL, S2 DEGROA MONTAGL 07827				3.08 AC				3.08	0	0	0	3.08	0	0	0	3.08	0							
27	701	5.05	QFARM	3B	MEYERS RI NAFTAL, N2 DEGROA MONTAGL 07827				2.80 AC				2.8	0	0	2.8	0	0	0	0	2.8	0							
28	701	7	QFARM	3B	7 MEYERS DONKERSI 7 MEYERS SANDYSTC 07826				10.18 AC				10.18	0	0	0	10.18	0	0	0	10.18	0							
29	702	7.02	QFARM	3B	34 MEYERS JONES, RY 34 MEYERS SANDYSTC 07826				12.99 AC				12.99	0.46	0	0	12.53	0	0	0	12.99	0							
30	702	7.03	QFARM	3B	36 MEYERS GIANATTA 53 MORRIS BRANCHV 07826				25.27 AC				25.27	0	0	0	25.27	0	0	0	25.27	0							
31	702	7.06	QFARM	3B	26 MEYERS KAYS, GEC26 MEYERS BRANCHV 07826				10.09 ACS				10.09	0	0	0	10.09	0	0	0	10.09	0							
32	702	7.10	QFARM	3B	22 MEYERS SABIA, TH 22 MEYERS BRANCHV 07826				7.653 AC				7.653	0	0	0	7.653	0	0	0	7.653	0							
33	702	8	QFARM	3B	16 MEYERS SABIA, TH 22 MEYERS SANDYSTC 00000				22.8 AC				22.8	0	0	0	22.8	0	0	0	22.8	0							
34	702	10.01	QFARM	3B	MEYERS RI SATTELBEF 32 MARRIC CLIFTON, 107013				25.09 AC				25.09	0	0	0	25.09	0	0	0	25.09	0							
35	702	12	QFARM	3B	RT 206 N ARIBEN RE 5515 43RD MASPETH, 11378				25.188 AC				25.188	2.1	0	1.9	19.7	1.488	0	0	25.188	0							
36	702	12.01	QFARM	3B	RT 206 N SEIBERT, J PO BOX 71 BRANCHV 07826				6.61 AC				6.63	0	0	0	6.63	0	0	0	6.63	0							
37	702	12.07	QFARM	3B	MEYERS RI WESIGHAF 2 MEYERS BRANCHV 07826				5.02 AC				5.02	0	0	0	5.02	0	0	0	5.02	0							
38	702	17	QFARM	3B	RT 206 N SEIBERT, J PO BOX 71 BRANCHV 07826				52.91 AC				52.91	0	0	0	52.91	0	0	0	52.91	0							
39	801	17	QFARM	3B	336 US RO BLESSING, 4 LARCH C NEWTON, 07860				5.35 AC				5.35	0	0	0	5.35	0	0	0	5.35	0							
40	801	24.01	QFARM	3B	CEMETERY MILLER, D 45 CEMETI MONTAGL 07827				20.46 AC				20.46	1	0	0	19.46	0	0	0	20.46	0							
41	801	24.02	QFARM	3B	BAYLEY RD BELL ASSO 120 SYLVA ENGLEWO 07632				39.49 AC				39.49	0	0	0	39.49	0	0	0	39.49	0							
42	801	24.03	QFARM	3B	CEMETERY CUCO, DU 539 RIVERI ELIZABETH 07028				40.20 AC				40.2	20.25	0	7.9	0	12.05	0	0	40.2	0							
43	801	25	QFARM	3B	SHAYTOW TANZOLA, 19 SHAYTC SANDYSTC 07827				39.18 AC				39.18	16	4	10	0	9.18	0	0	39.18	0							
44	803	2	QFARM	3B	CEMETERY DI GIACON 25 CONIST SHORT HIL 07078				1.29 AC				1.29	1.29	0	0	0	0	0	0	1.29	0							
45	804	1	QFARM	3B	15 DEGRO KIENTZLEF 15 DEGRO SANDYSTC 00000				34.90 AC				34.9	0	0	0	34.9	0	0	0	34.9	0							
46	804	2	QFARM	3B	DEGROAT NAFTAL, N2 DEGROA MONTAGL 07827				34.12 AC				34.12	26.08	0	0	0	8.04	0	0	34.12	0							
47	804	7	QFARM	3B	CEMETERY KIENTZLEF 15 DEGRO MONTAGL 07827				61.95 AC				61.95	0	0	0	61.95	0	0	0	61.95	0							
48	804	7.01	QFARM	3B	CFMFTFRY KIENTZLEF 15 DFGRO MONTAGL 07827				6.39 AC				6.39	0	0	0	6.39	0	0	0	6.39	0							

## Step 7: Click on the “Format” Button and Select “AutoFit Column Width”

The screenshot shows the Microsoft Excel interface with the 'Format' menu open. The 'AutoFit Column Width' option is highlighted by the mouse cursor. The spreadsheet data is visible in the background, with columns labeled A through W. The status bar at the bottom indicates 'Ready', 'Accessibility: Unavailable', 'Average: 10.89634017', 'Count: 4005', 'Sum: 21781.784', and 'Display Settings'.

Block	Lot	Qual	Class	Proper	Owner	Mailing	City St	Zip	M4 Lan	M4 Bid	Add Ld	PRC Lo	Croplai	Croplai	Appurti	NA Wo	Permar	Impute	Board-I	Total A	Unknos
201	11.01	QFARM	3B	FLATBROC	BENEDICT	520 M LUT	NEWARK, 07102	13.534 AC				13.534	0	0	0	13.534	0	0	0	13.534	0
501	1	QFARM	3B	FLATBROC	YMCA OF 1600	BROAI	NEWARK, 07102	151.98 AC				151.98	0	0	26.98	125	0	0	0	151.98	0
501	2	QFARM	3B	RT 206 N	KAUFMAN 1 VAN	SICI	BRANCHV/07826	1.86 AC				1.86	0	0	0	1.86	0	0	0	1.86	0
501	4	QFARM	3B	HOTALEN	LUKE, WIL5	HOTALEI	SANDYSTC/07826	9.19 AC				9.19	0	0	0	7.8	1.39	0	0	9.19	0
501	7	QFARM	3B	HOTALEN	YMCA OF 1600	BROAI	NEWARK, 07102	13.653 AC				13.653	0	0	0	13.653	0	0	0	13.653	0
501	8	QFARM	3B	HOTALEN	YMCA OF 1600	BROAI	NEWARK, 07102	1.34AC				1.34	0	0	0	1.34	0	0	0	1.34	0
501	9	QFARM	3B	HOTALEN	NIKLAUS, I	PO BOX 32	BRANCHV/07826	2.20 AC				2.2	0	0	0	2.2	0	0	0	2.2	0
501	14.02	QFARM	3B	FLATBROC	YMCA OF 1600	BROAI	NEWARK, 07102	13.02 AC				13.02	0	0	0	13.02	0	0	0	13.02	0
502	10	QFARM	3B	HOTALEN	LUKE, LAU 5	HOTALEI	BRANCHV/07826	43.174 AC				43.174	0	1.4	0	35.77	6	0	0	43.17	0
502	11	QFARM	3B	HOTALEN	LUKE, WIL5	HOTALEI	SANDYSTC/07826	47.15 AC				47.15	0	0	0	47.15	0	0	0	47.15	0
502	14	QFARM	3B	19	HOTALE	NIKLAUS, I	PO BOX 32	BRANCHV/07826	11.43 AC			11.43	0	0	0	11.43	0	0	0	11.43	0
502	15	QFARM	3B	25	HOTALE	NIKLAUS, I	PO BOX 32	BRANCHV/07826	11.77 AC			11.77	0	0	0	11.77	0	0	0	11.77	0
502	29	QFARM	3B	1	SUNRISE	BURKHARI 1	SUNRISE	SANDYSTC/07826	48.901 AC			48.901	0	0	0	48.901	0	0	0	48.901	0
502	29.01	QFARM	3B	13	HOTALE	COLLINS, I	13	HOTALE	SANDYSTC/00000			9.12AC	0	0	0	9.12	0	0	0	9.12	0
502	68.01	QFARM	3B	HIRAMS	GIBROWN, F5	MARTHA	SANDYSTC/07826	10.4900 AC				10.49	0	0	0	10.49	0	0	0	10.49	0
502	87	QFARM	3B	71	FLATBR	BENEDICT	520 M LUT	NEWARK, 07102	45.28 AC			45.28	0	0	0	45.28	0	0	0	45.28	0
603	3	QFARM	3B	MEYERS	RI BARRETO, 47	MEYERS	MONTAGL/07827	8.698 AC				8.698	0	0	0	8.7	0	0	0	8.7	0
603	7	QFARM	3B	MEYERS	RI BRIGANTE	594	MOUN WASHING/07676	6.27 AC				6.27	0	0	6.27	0	0	0	0	6.27	0
603	7.02	QFARM	3B	MEYERS	RI BRIGANTE	594	MOUN WASHING/07676	2.18 AC				2.18	0	0	0	2.18	0	0	0	2.18	0
603	7.03	QFARM	3B	MEYERS	RI BRIGANTE	594	MOUN WASHING/07676	6.268 AC				6.268	0	0	6.268	0	0	0	0	6.268	0
701	1	QFARM	3B	RT 206 N	NAFTAL, N2	DEGROA	MONTAGL/07827	182.95 AC				182.95	50	95	0	37.95	0	0	0	182.95	0
701	1.01	QFARM	3B	MEYERS	RI NAFTAL, N2	DEGROA	MONTAGL/07827	5.45 AC				5.45	0	0	5.45	0	0	0	0	5.45	0
701	2	QFARM	3B	MEYERS	RI SANTILLO, 105	SO PR	VERONA, I07044	15.02 AC		2.02		15.02	0	0	0	15.02	0	0	0	15.02	0
701	5.02	QFARM	3B	MEYERS	RI NAFTAL, N2	DEGROA	MONTAGL/07827	9.35 AC				9.35	0	0	0	9.35	0	0	0	9.35	0
701	5.03	QFARM	3B	MEYERS	RI NAFTAL, S2	DEGROA	MONTAGL/07827	3.08 AC				3.08	0	0	0	3.08	0	0	0	3.08	0
701	5.05	QFARM	3B	MEYERS	RI NAFTAL, N2	DEGROA	MONTAGL/07827	2.80 AC				2.8	0	0	2.8	0	0	0	0	2.8	0
701	7	QFARM	3B	7	MEYERS	DONKERSI 7	MEYERS SANDYSTC/07826	10.18 AC				10.18	0	0	0	10.18	0	0	0	10.18	0
702	7.02	QFARM	3B	34	MEYERS	JONES, RY 34	MEYERS SANDYSTC/07826	12.99 AC				12.99	0.46	0	0	12.53	0	0	0	12.99	0
702	7.03	QFARM	3B	36	MEYERS	GIANATTA 53	MORRIS	BRANCHV/07826	25.27 AC			25.27	0	0	0	25.27	0	0	0	25.27	0
702	7.06	QFARM	3B	26	MEYERS	KAYS, GEC26	MEYERS	BRANCHV/07826	10.09 ACS			10.09	0	0	0	10.09	0	0	0	10.09	0
702	7.10	QFARM	3B	22	MEYERS	SABIA, TH22	MEYERS	BRANCHV/07826	7.653 AC			7.653	0	0	0	7.653	0	0	0	7.653	0
702	8	QFARM	3B	16	MEYERS	SABIA, TH22	MEYERS	SANDYSTC/00000	22.8 AC			22.8	0	0	0	22.8	0	0	0	22.8	0
702	10.01	QFARM	3B	MEYERS	RI SATELBEF32	MARRIC	CLIFTON, I07013	25.09 AC				25.09	0	0	0	25.09	0	0	0	25.09	0
702	12	QFARM	3B	RT 206 N	ARIBEN	RE5515	43RD MASPETH, 11378	25.188 AC				25.188	2.1	0	1.9	19.7	1.488	0	0	25.188	0
702	12.01	QFARM	3B	RT 206 N	SEIBERT, J	PO BOX 71	BRANCHV/07826	6.63 AC				6.63	0	0	0	6.63	0	0	0	6.63	0
702	12.07	QFARM	3B	MEYERS	RI WESIGHA2	MEYERS	BRANCHV/07826	5.02 AC				5.02	0	0	0	5.02	0	0	0	5.02	0
702	17	QFARM	3B	RT 206 N	SEIBERT, J	PO BOX 71	BRANCHV/07826	52.91 AC				52.91	0	0	0	52.91	0	0	0	52.91	0
801	17	QFARM	3B	336	US RO	BLESSING, 4	LARCH C	NEWTON, 07860	5.35 AC			5.35	0	0	0	5.35	0	0	0	5.35	0
801	24.01	QFARM	3B	CEMETERY	MILLER, D45	CEMETE	MONTAGL/07827	20.46 AC				20.46	1	0	0	19.46	0	0	0	20.46	0
801	24.02	QFARM	3B	BAYLEY	RD BELL ASSO	120	SYLVA ENGLEWO	07632	39.49 AC			39.49	0	0	0	39.49	0	0	0	39.49	0
801	24.03	QFARM	3B	CEMETERY	CUCO, DU 539	RIVERI	ELIZABETH/07028	40.20 AC				40.2	20.25	0	7.9	0	12.05	0	0	40.2	0
801	25	QFARM	3B	SHAYTOW	TANZOLA, 19	SHAYTC	SANDYSTC/07827	39.18 AC				39.18	16	4	10	0	9.18	0	0	39.18	0
803	2	QFARM	3B	CEMETERY	DI GIACON	25	CONIST SHORT	HIL 07078	1.29 AC			1.29	1.29	0	0	0	0	0	0	1.29	0
804	1	QFARM	3B	15	DEGRO	KIENTZLEF	15	DEGRO	SANDYSTC/00000			34.90 AC	0	0	0	34.9	0	0	0	34.9	0
804	2	QFARM	3B	DEGROAT	NAFTAL, N2	DEGROA	MONTAGL/07827	34.12 AC				34.12	26.08	0	0	0	8.04	0	0	34.12	0
804	7	QFARM	3B	CEMETERY	KIENTZLEF	15	DEGRO	MONTAGL/07827	61.95 AC			61.95	0	0	0	61.95	0	0	0	61.95	0
804	7.01	QFARM	3B	CFMFTFRY	KIENTZLEF	15	DFGRO	MONTAGL/07827	6.39 AC			6.39	0	0	0	6.39	0	0	0	6.39	0

## Step 8: Click on the Sort/Filter Button of the Column You Want to Use to Sort and/or Filter Your Data

The screenshot shows the Microsoft Excel interface with a data table. The 'Owner Name' column has a filter dropdown menu open, showing options for sorting and filtering. The data table is as follows:

Block	Lot	Qual	Class	Property Location	Owner Name	Mailing Addr	City St	Zip	M4 Land Desc	M4 Bldg Desc	Add Lots	PRC Lot in Acres	Cropland Harvested	Cropland Pasture	Appurtenant Woodland
201	11.01	QFARM	3B	FLATBROOK RD		200 M LUTHER KING JR BLVD	NEWARK, NJ	07102	13.534 AC			13.534	0	0	
501	1	QFARM	3B	FLATBROOK RD		100 BROAD ST	NEWARK, NJ	07102	151.98 AC			151.98	0	0	2
501	2	QFARM	3B	RT 206 N		1 VAN SICKLE RD	BRANCHVILLE, NJ	07826	1.86 AC			1.86	0	0	
501	4	QFARM	3B	HOTALEN RD		5 HOTALEN RD	SANDYSTON, NJ	07826	9.19 AC			9.19	0	0	
501	7	QFARM	3B	HOTALEN RD		600 BROAD ST	NEWARK, NJ	07102	13.653 AC			13.653	0	0	
501	8	QFARM	3B	HOTALEN RD		600 BROAD ST	NEWARK, NJ	07102	1.34 AC			1.34	0	0	
501	9	QFARM	3B	HOTALEN RD		PO BOX 328	BRANCHVILLE, NJ	07826	2.20 AC			2.2	0	0	
501	14.02	QFARM	3B	FLATBROOK RD		600 BROAD ST	NEWARK, NJ	07102	13.02 AC			13.02	0	0	
502	10	QFARM	3B	HOTALEN RD		5 HOTALEN RD	BRANCHVILLE, NJ	07826	43.174 AC			43.174	0	1.4	
502	11	QFARM	3B	HOTALEN RD		5 HOTALEN RD	SANDYSTON, NJ	07826	47.15 AC			47.15	0	0	
502	14	QFARM	3B	19 HOTALEN RD		PO BOX 328	BRANCHVILLE, NJ	07826	11.43 AC			11.43	0	0	
502	15	QFARM	3B	25 HOTALEN RD		PO BOX 328	BRANCHVILLE, NJ	07826	11.77 AC			11.77	0	0	
502	29	QFARM	3B	1 SUNRISE TR		1 SUNRISE TR	SANDYSTON, NJ	07826	48.901 AC			48.901	0	0	
502	29.01	QFARM	3B	13 HOTALEN RD		13 HOTALEN RD	SANDYSTON, NJ	07000	9.12 AC			9.12	0	0	
502	68.01	QFARM	3B	HIRAMS GROVE RD		5 MARTHA ST	SANDYSTON, NJ	07826	10.490 AC			10.49	0	0	
502	87	QFARM	3B	71 FLATBROOK RD		520 M LUTHER KING JR BLVD	NEWARK, NJ	07102	45.28 AC			45.28	0	0	
603	3	QFARM	3B	MEYERS RD		47 MEYERS RD	MONTAGUE, NJ	07827	8.698 AC			8.698	0	0	
603	7	QFARM	3B	MEYERS RD		594 MOUNTAIN AVE	WASHINGTON, NJ	07676	6.27 AC			6.27	0	0	
603	7.02	QFARM	3B	MEYERS RD		594 MOUNTAIN AVE	WASHINGTON, NJ	07676	2.18 AC			2.18	0	0	
603	7.03	QFARM	3B	MEYERS RD		594 MOUNTAIN AVE	WASHINGTON, NJ	07676	6.268 AC			6.268	0	0	
701	1	QFARM	3B	RT 206 N		2 DEGROAT RD	MONTAGUE, NJ	07827	182.95 AC			182.95	50	95	6
701	1.01	QFARM	3B	MEYERS RD		2 DEGROAT RD	MONTAGUE, NJ	07827	5.45 AC			5.45	0	0	
701	2	QFARM	3B	MEYERS RD		105 SO PROSPECT ST	VERONA, NJ	07044	15.02 AC		2.02	15.02	0	0	
701	5.02	QFARM	3B	MEYERS RD		2 DEGROAT RD	MONTAGUE, NJ	07827	9.35 AC			9.35	0	0	
701	5.03	QFARM	3B	MEYERS RD		2 DEGROAT RD	MONTAGUE, NJ	07827	3.08 AC			3.08	0	0	
701	5.05	QFARM	3B	MEYERS RD		2 DEGROAT RD	MONTAGUE, NJ	07827	2.80 AC			2.8	0	0	
701	7	QFARM	3B	7 MEYERS RD		7 MEYERS RD	SANDYSTON, NJ	07826	10.18 AC			10.18	0	0	
702	7.02	QFARM	3B	34 MEYERS RD		34 MEYERS RD	SANDYSTON, NJ	07826	12.99 AC			12.99	0.46	0	
702	7.03	QFARM	3B	36 MEYERS RD		53 MORRIS AVE	BRANCHVILLE, NJ	07826	25.27 AC			25.27	0	0	
702	7.06	QFARM	3B	26 MEYERS RD	KAYS, GEORGE & JANE	26 MEYERS RD	BRANCHVILLE, NJ	07826	10.09 ACS			10.09	0	0	
702	7.10	QFARM	3B	22 MEYERS RD	SABIA, THOMAS & VIRGINIA	22 MEYERS RD	BRANCHVILLE, NJ	07826	7.653 AC			7.653	0	0	
702	8	QFARM	3B	16 MEYERS RD	SABIA, THOMAS & VIRGINIA	22 MEYERS RD	SANDYSTON, NJ	07000				22.8	0	0	
702	10.01	QFARM	3B	MEYERS RD	SATTELBERGER, ALICE & TERESA	32 MARRION ST	CLIFTON, NJ	07013	25.09 AC			25.09	0	0	
702	12	QFARM	3B	RT 206 N	ARIBEN REALTY, LLC	5515 43RD ST	MASPETH, NY	11378	25.188 AC			25.188	2.1	0	
702	12.01	QFARM	3B	RT 206 N	SEIBERT, JOHN & THERESA	PO BOX 71	BRANCHVILLE, NJ	07826	6.61 AC			6.63	0	0	
702	12.07	QFARM	3B	MEYERS RD	WESIGHAN, ALFRED & WENDY	2 MEYERS RD	BRANCHVILLE, NJ	07826	5.02 AC			5.02	0	0	
702	17	QFARM	3B	RT 206 N	SEIBERT, JOHN & THERESA	PO BOX 71	BRANCHVILLE, NJ	07826	52.91 AC			52.91	0	0	
801	17	QFARM	3B	336 US ROUTE 206 NORTH	BLESSING, KEITH	4 LARCH CT	NEWTON, NJ	07860	5.35 AC			5.35	0	0	
801	24.01	QFARM	3B	CEMETERY RD	MILLER, DOUGLAS E	45 CEMETERY RD	MONTAGUE, NJ	07827	20.46 AC			20.46	1	0	
801	24.02	QFARM	3B	BAYLEY RD	BELL ASSOCIATES, INC	120 SYLVAN AVE, SUITE 205	ENGLEWOOD CLIFFS, NJ	07632	39.49 AC			39.49	0	0	
801	24.03	QFARM	3B	CEMETERY RD	CUCO, DULCE	539 RIVERSIDE DR	ELIZABETH, NJ	07028	40.20 AC			40.2	20.25	0	
801	25	QFARM	3B	SHAYTOWN RD	TANZOLA, DARRIN	19 SHAYTOWN RD	SANDYSTON, NJ	07827	39.18 AC			39.18	16	4	
803	2	QFARM	3B	CEMETERY RD	DI GIACOMO, WILLIAM A & DENNIS	25 CONISTON RD	SHORT HILLS, NJ	07078	1.29 AC			1.29	1.29	0	
804	1	QFARM	3B	15 DEGROAT RD	KIENTZLER, DAVID J	15 DEGROAT RD	SANDYSTON, NJ	07000	34.90 AC			34.9	0	0	
804	2	QFARM	3B	DEGROAT RD	NAFTAL, MARVIN J TST ET AL	2 DEGROAT RD	MONTAGUE, NJ	07827	34.12 AC			34.12	26.08	0	
804	7	QFARM	3B	CEMETERY RD	KIENTZLER, DAVID J	15 DEGROAT RD	MONTAGUE, NJ	07827	61.95 AC			61.95	0	0	
804	7.01	QFARM	3B	CFMFTFRY RD	KIENTZLER, DAVID J	15 DEGROAT RD	MONTAGUE, NJ	07827	6.39 AC			6.39	0	0	

## Step 9: Select How You Want Your Data to be Sorted and/or Filtered

The screenshot displays the Microsoft Excel interface with a data table. The 'Sort & Filter' dropdown menu is open for the 'Owner Name' column. The menu options are:

- Sort A to Z
- Sort Z to A
- Sort by Color
- Sheet View
- Clear Filter From "Owner Name"
- Filter by Color
- Text Filters

The 'Text Filters' option is selected, showing a list of owner names with checkboxes:

- (Select All)
- 18 BEVANS, LLC (SOLOMOU, MIC)
- 39A RT 645
- ANDERSEN, ERIK & SARAH
- ANGLE, ELAINE
- ANGLE, JEFFREY
- ARIBEN REALTY, LLC
- AROMANDO, MICHELLE
- AVENATTI, MATTHEW & KIM
- AVERS, LYNN E
- AVERS, LYNN E & RYAN R
- BARRETO, SERGIO & LINDA
- BASTIAN, ARTHUR

The data table below shows the following columns: Block, Lot, Qual, Class, Property Location, Owner Name, Mailing Addr, City St, Zip, M4 Land Desc, M4 Bldg Desc, Addl Lots, PRC Lot in Acres, Cropland Harvested, Cropland Pasture, and Appurtenant Woodland.

Block	Lot	Qual	Class	Property Location	Owner Name	Mailing Addr	City St	Zip	M4 Land Desc	M4 Bldg Desc	Addl Lots	PRC Lot in Acres	Cropland Harvested	Cropland Pasture	Appurtenant Woodland
201	11.01	QFARM	3B	FLATBROOK RD		520 M LUTHER KING JR BLVD	NEWARK, NJ	07102	13.534 AC			13.534	0	0	
501	1	QFARM	3B	FLATBROOK RD		600 BROAD ST	NEWARK, NJ	07102	151.98 AC			151.98	0	0	2
501	2	QFARM	3B	RT 206 N		1 VAN SICKLE RD	BRANCHVILLE, NJ	07826	1.86 AC			1.86	0	0	
501	4	QFARM	3B	HOTALEN RD		5 HOTALEN RD	SANDYSTON, NJ	07826	9.19 AC			9.19	0	0	
501	7	QFARM	3B	HOTALEN RD		600 BROAD ST	NEWARK, NJ	07102	13.653 AC			13.653	0	0	
501	8	QFARM	3B	HOTALEN RD		600 BROAD ST	NEWARK, NJ	07102	1.34AC			1.34	0	0	
501	9	QFARM	3B	HOTALEN RD		PO BOX 328	BRANCHVILLE, NJ	07826	2.20 AC			2.2	0	0	
501	14.02	QFARM	3B	FLATBROOK RD		600 BROAD ST	NEWARK, NJ	07102	13.02 AC			13.02	0	0	
502	10	QFARM	3B	HOTALEN RD		5 HOTALEN RD	BRANCHVILLE, NJ	07826	43.174 AC			43.174	0	1.4	
502	11	QFARM	3B	HOTALEN RD		5 HOTALEN RD	SANDYSTON, NJ	07826	47.15 AC			47.15	0	0	
502	14	QFARM	3B	19 HOTALEN RD		PO BOX 328	BRANCHVILLE, NJ	07826	11.43 AC			11.43	0	0	
502	15	QFARM	3B	25 HOTALEN RD		PO BOX 328	BRANCHVILLE, NJ	07826	11.77 AC			11.77	0	0	
502	29	QFARM	3B	1 SUNRISE TR		1 SUNRISE TR	SANDYSTON, NJ	07826	48.901 AC			48.901	0	0	
502	29.01	QFARM	3B	13 HOTALEN RD		13 HOTALEN RD	SANDYSTON, NJ	07000	9.12AC			9.12	0	0	
502	68.01	QFARM	3B	HIRAMS GROVE RD		5 MARTHA ST	SANDYSTON, NJ	07826	10.4900 AC			10.49	0	0	
502	87	QFARM	3B	71 FLATBROOK RD		520 M LUTHER KING JR BLVD	NEWARK, NJ	07102	45.28 AC			45.28	0	0	
603	3	QFARM	3B	MEYERS RD		47 MEYERS RD	MONTAGUE, NJ	07827	8.698 AC			8.698	0	0	
603	7	QFARM	3B	MEYERS RD		594 MOUNTAIN AVE	WASHINGTON, NJ	07676	6.27 AC			6.27	0	0	
603	7.02	QFARM	3B	MEYERS RD		594 MOUNTAIN AVE	WASHINGTON, NJ	07676	2.18 AC			2.18	0	0	
603	7.03	QFARM	3B	MEYERS RD		594 MOUNTAIN AVE	WASHINGTON, NJ	07676	6.268 AC			6.268	0	0	6
701	1	QFARM	3B	RT 206 N		2 DEGROAT RD	MONTAGUE, NJ	07827	182.95 AC			182.95	50	95	
701	1.01	QFARM	3B	MEYERS RD		2 DEGROAT RD	MONTAGUE, NJ	07827	5.45 AC			5.45	0	0	
701	2	QFARM	3B	MEYERS RD		105 SO PROSPECT ST	VERONA, NJ	07044	15.02 AC		2.02	15.02	0	0	
701	5.02	QFARM	3B	MEYERS RD		2 DEGROAT RD	MONTAGUE, NJ	07827	9.35 AC			9.35	0	0	
701	5.03	QFARM	3B	MEYERS RD		2 DEGROAT RD	MONTAGUE, NJ	07827	3.08 AC			3.08	0	0	
701	5.05	QFARM	3B	MEYERS RD		2 DEGROAT RD	MONTAGUE, NJ	07827	2.80 AC			2.8	0	0	
701	7	QFARM	3B	7 MEYERS RD		7 MEYERS RD	SANDYSTON, NJ	07826	10.18 AC			10.18	0	0	
702	7.02	QFARM	3B	34 MEYERS RD		34 MEYERS RD	SANDYSTON, NJ	07826	12.99 AC			12.99	0.46	0	
702	7.03	QFARM	3B	36 MEYERS RD		53 MORRIS AVE	BRANCHVILLE, NJ	07826	25.27 AC			25.27	0	0	
702	7.06	QFARM	3B	26 MEYERS RD	KAYS, GEORGE & JANE	26 MEYERS RD	BRANCHVILLE, NJ	07826	10.09 ACS			10.09	0	0	
702	7.10	QFARM	3B	22 MEYERS RD	SABIA, THOMAS & VIRGINIA	22 MEYERS RD	BRANCHVILLE, NJ	07826	7.653 AC			7.653	0	0	
702	8	QFARM	3B	16 MEYERS RD	SABIA, THOMAS & VIRGINIA	22 MEYERS RD	SANDYSTON, NJ	07000				22.8	0	0	
702	10.01	QFARM	3B	MEYERS RD	SATTELBERGER, ALICE & TERESA	32 MARRION ST	CLIFTON, NJ	07013	25.09 AC			25.09	0	0	
702	12	QFARM	3B	RT 206 N	ARIBEN REALTY, LLC	5515 43RD ST	MASPETH, NY	11378	25.188 AC			25.188	2.1	0	
702	12.01	QFARM	3B	RT 206 N	SEIBERT, JOHN & THERESA	PO BOX 71	BRANCHVILLE, NJ	07826	6.61 AC			6.63	0	0	
702	12.07	QFARM	3B	MEYERS RD	WESIGHAN, ALFRED & WENDY	2 MEYERS RD	BRANCHVILLE, NJ	07826	5.02 AC			5.02	0	0	
702	17	QFARM	3B	RT 206 N	SEIBERT, JOHN & THERESA	PO BOX 71	BRANCHVILLE, NJ	07826	52.91 AC			52.91	0	0	
801	17	QFARM	3B	336 US ROUTE 206 NORTH	BLESSING, KEITH	4 LARCH CT	NEWTON, NJ	07860	5.35 AC			5.35	0	0	
801	24.01	QFARM	3B	CEMETERY RD	MILLER, DOUGLAS E	45 CEMETERY RD	MONTAGUE, NJ	07827	20.46 AC			20.46	1	0	
801	24.02	QFARM	3B	BAYLEY RD	BELL ASSOCIATES, INC	120 SYLVAN AVE, SUITE 205	ENGLEWOOD CLIFFS, NJ	07632	39.49 AC			39.49	0	0	
801	24.03	QFARM	3B	CEMETERY RD	CUCO, DULCE	539 RIVERSIDE DR	ELIZABETH, NJ	07028	40.20 AC			40.2	20.25	0	
801	25	QFARM	3B	SHAYTOWN RD	TANZOLA, DARRIN	19 SHAYTOWN RD	SANDYSTON, NJ	07827	39.18 AC			39.18	16	4	
803	2	QFARM	3B	CEMETERY RD	DI GIACOMO, WILLIAM A & DENNIS	25 CONISTON RD	SHORT HILLS, NJ	07078	1.29 AC			1.29	1.29	0	
804	1	QFARM	3B	15 DEGROAT RD	KIENTZLER, DAVID J	15 DEGROAT RD	SANDYSTON, NJ	07000	34.90 AC			34.9	0	0	
804	2	QFARM	3B	DEGROAT RD	NAFTAL, MARVIN J TST ET AL	2 DEGROAT RD	MONTAGUE, NJ	07827	34.12 AC			34.12	26.08	0	
804	7	QFARM	3B	CEMETERY RD	KIENTZLER, DAVID J	15 DEGROAT RD	MONTAGUE, NJ	07827	61.95 AC			61.95	0	0	
804	7.01	QFARM	3B	CFMFTFRY RD	KIENTZLER, DAVID J	15 DEGROAT RD	MONTAGUE, NJ	07827	6.39 AC			6.39	0	0	

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## Step 10: Save the File as an “XLSX” to Preserve the Formatting

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