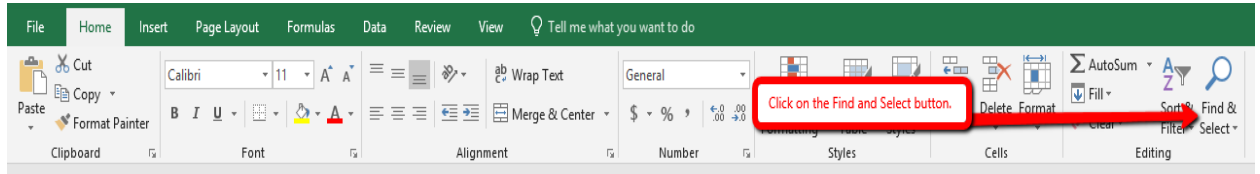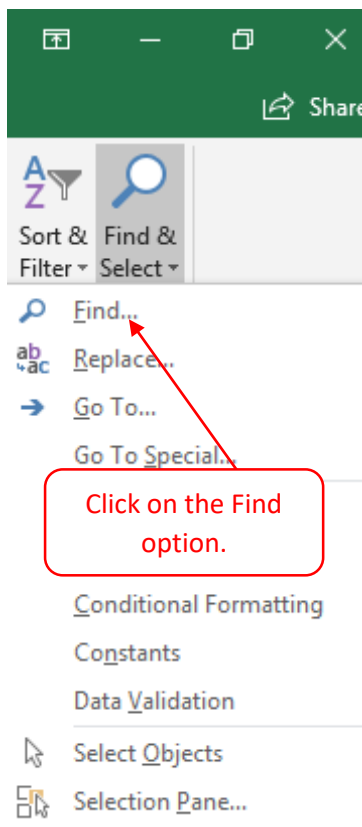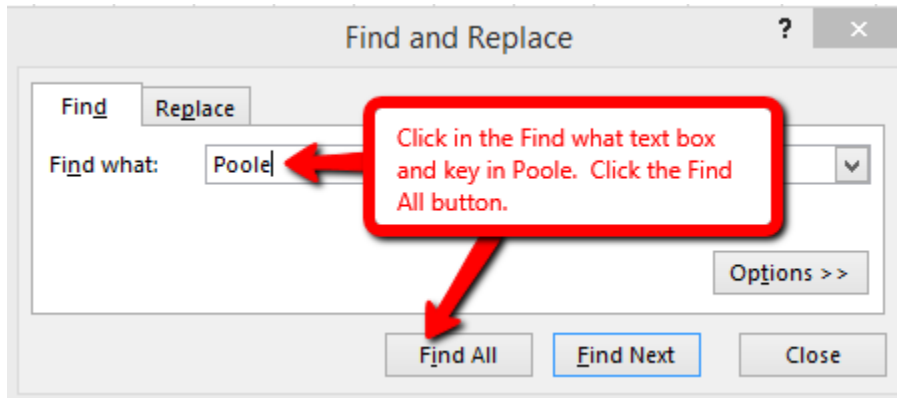Excel – Find & Replace and Formatting

1. Open the ExcelPractice4JohnDoe spreadsheet.

2. On the Home tab, in the Editing group, click on the Find and Select button.
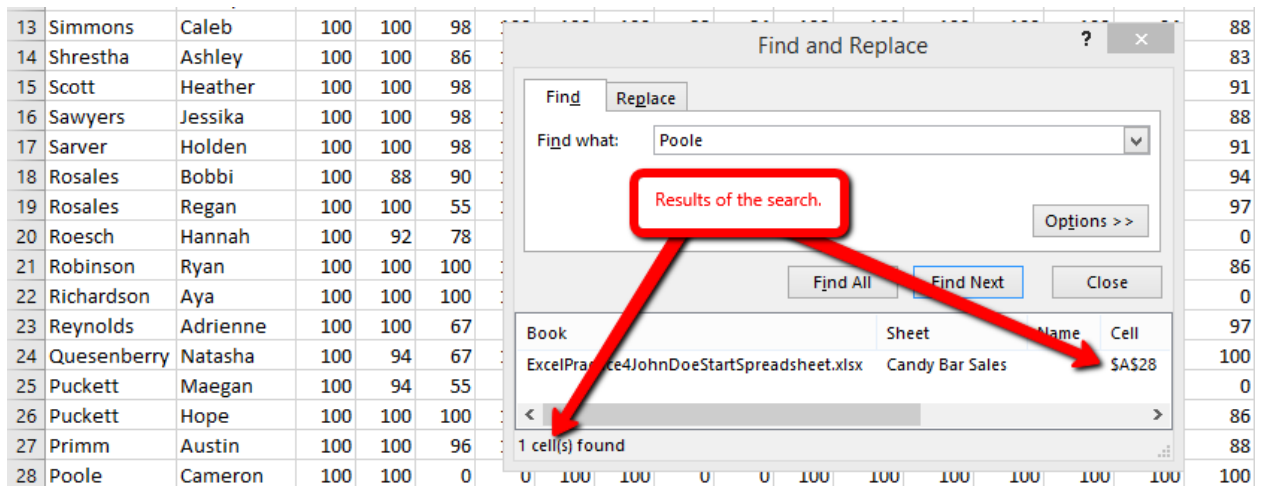

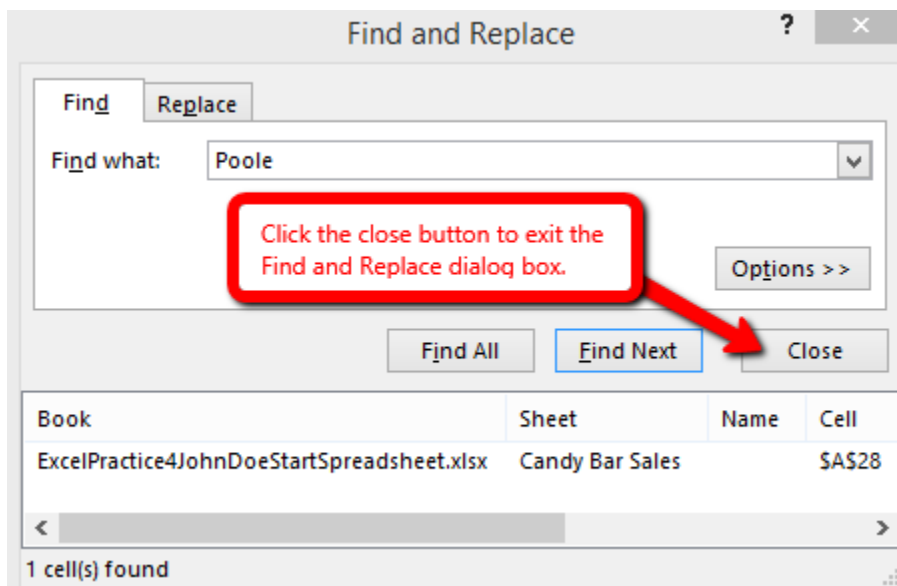3. Click on the Find option from the pop-up menu.

4. Click in the Find what text box and key in Poole. Click the Find all button.
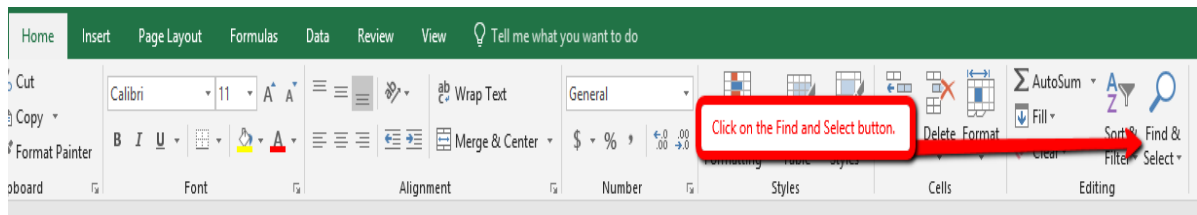
Click in the Find what text box and key in Poole. Click the Find All button.

5. After the Find all button is clicked, Excel will search for the word Poole in the spreadsheet. Excel will display the results of the search.


13	Simmons	Caleb	100	100	98														88
14	Shrestha	Ashley	100	100	86														83
15	Scott	Heather	100	100	98														91
16	Sawyers	Jessika	100	100	98														88
17	Sarver	Holden	100	100	98														91
18	Rosales	Bobbi	100	88	90														94
19	Rosales	Regan	100	100	55														97
20	Roesch	Hannah	100	92	78														0
21	Robinson	Ryan	100	100	100														86
22	Richardson	Aya	100	100	100														0
23	Reynolds	Adrienne	100	100	67														97
24	Quesenberry	Natasha	100	94	67														100
25	Puckett	Maegan	100	94	55														0
26	Puckett	Hope	100	100	100														86
27	Primm	Austin	100	100	96														88
28	Poole	Cameron	100	100	0	0	100	100	0	0	100	100	100	100	100	100			100

Find and Replace

Find | Replace

Find what: Poole

Results of the search.

Options >>

Find All | Find Next | Close

Book	Sheet	Name	Cell
ExcelPractice4JohnDoeStartSpreadsheet.xlsx	Candy Bar Sales		$A$28

1 cell(s) found

6. Click the close button to exit the Find and Replace dialog box.

Find and Replace

Find | Replace

Find what: Poole

Click the close button to exit the Find and Replace dialog box.

Options >>

Find All | Find Next | Close

| Book	Sheet	Name	Cell
ExcelPractice4JohnDoeStartSpreadsheet.xlsx	Candy Bar Sales		$A$28

1 cell(s) found

7. On the Home tab, in the Editing group, click on the Find and Select button.

8. Click on the Replace option from the pop-up menu.
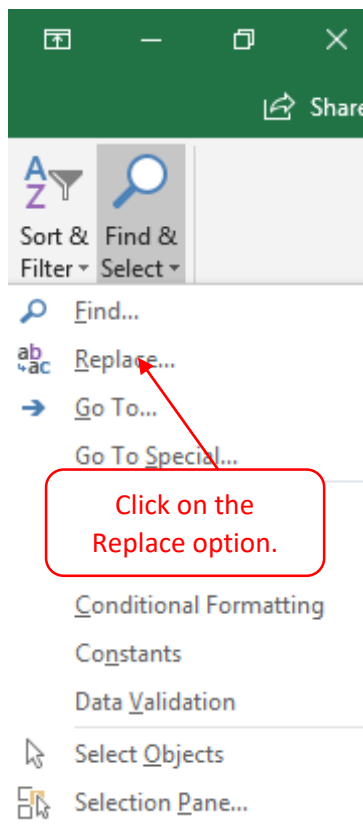
9. Click in the Find what text box, remove the word Poole and key in Smith. Click in the Replace with text box and key in Smyth. Click the Replace All button.

Remove the word Poole and key in Smith. Click in the Replace with text box and key in Smyth. Click the Replace All button
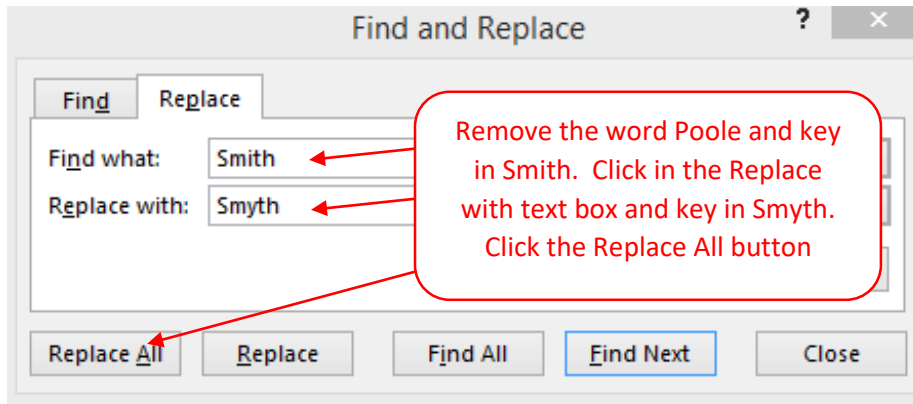
10. After the Replace All button is clicked, Excel will replace all occurrences of Smith with Smyth. Excel will display the results of the Replace All. Click on the OK button to close the results dialog box.

Click the OK button.

All done. We made 3 replacements.

OK
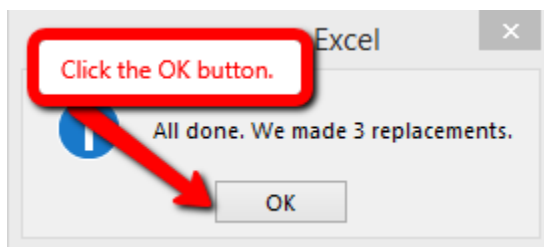
11. Click on the close button to exit the Find and Replace dialog box.

Click the close button to exit the Find and Replace dialog box.
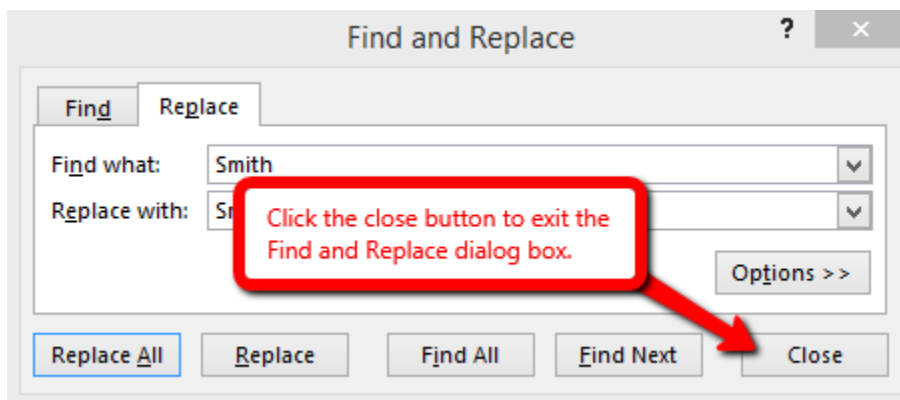
12. Click on Cell A1.

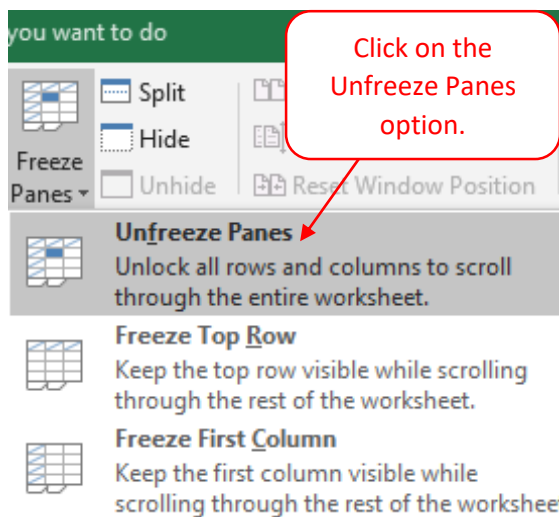13. On the View tab, in the Window group, click on the Freeze Panes button.

On the View tab, in the Window group, click on the Freeze Panes Button.
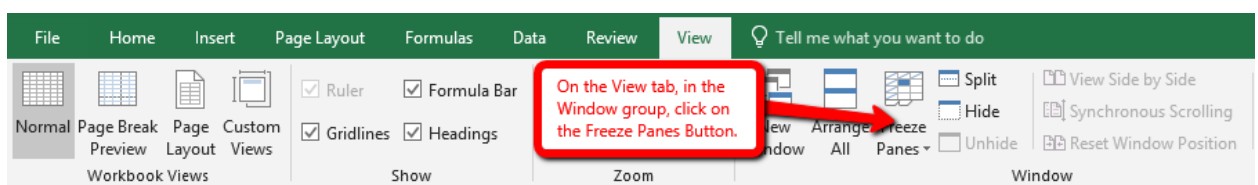
14. Click on the Freeze Top Row option. This will freeze Row 1. Row 1 will always be viewable. Use the scroll bar or the down arrow key to move down in the spreadsheet to see that Row 1 stays visible.
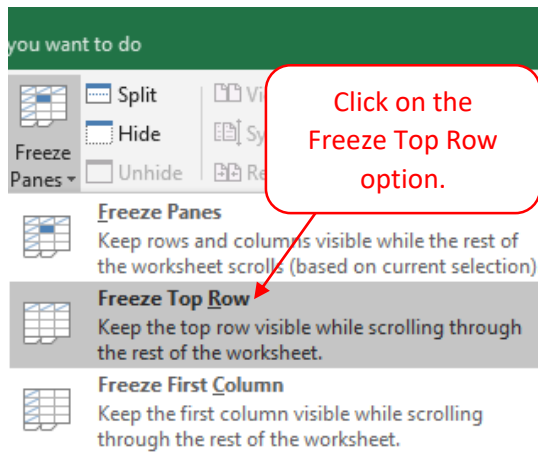

15. On the View tab, in the Window group, click on the Freeze Panes button, select the Unfreeze Panes option.


16. Click on Cell C2. On the View tab, in the Window group, click on the Freeze Panes button, select the Freeze Panes option. Use the scroll bars or the arrow keys to move around in the spreadsheet to see that Row 1 and Columns A and B stay visible.
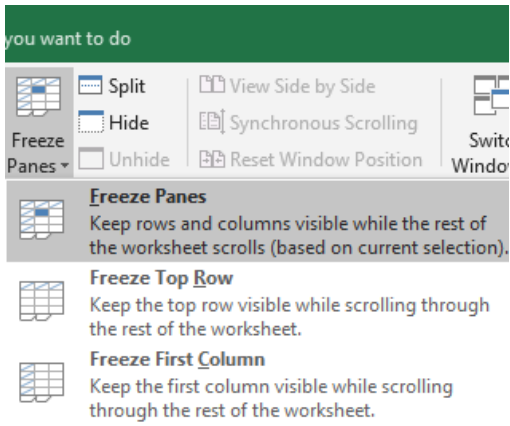
17. Click on Cell A1. On the Home tab, in the Editing group, click on the Sort & Filter button, select the Sort A to Z option. This will put the spreadsheet in alphabetical order by last name.
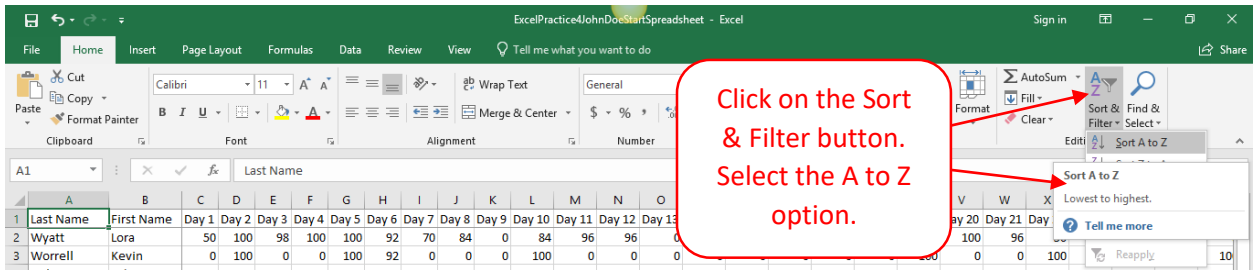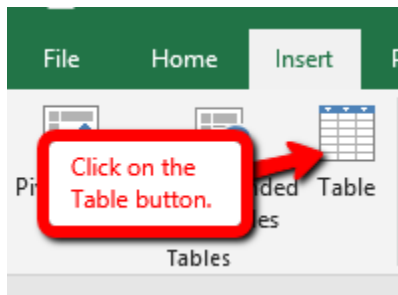

18. On the Home tab, in the Editing group, click on the Sort & Filter button, select the Filter option.
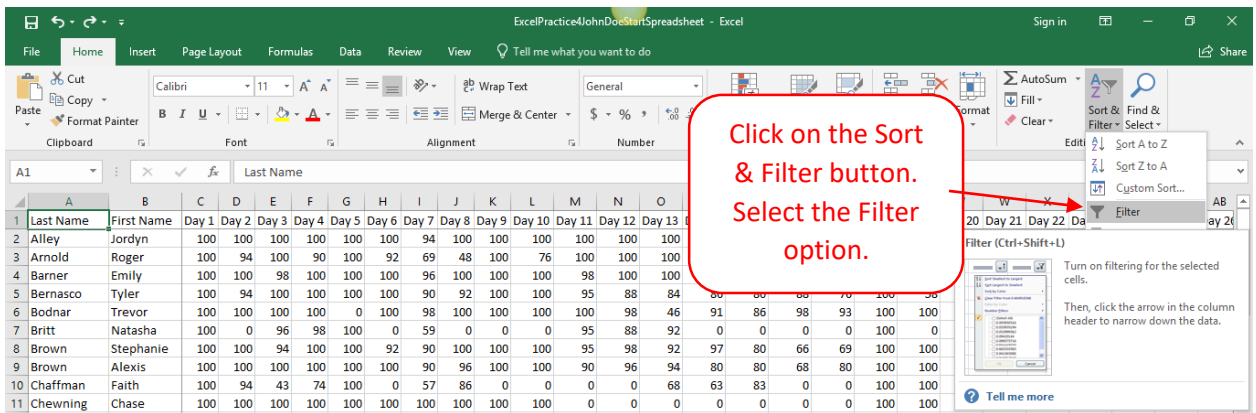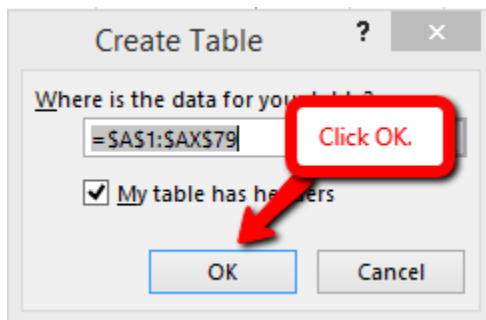

19. After the filter option is selected, the filter chevrons are made visible. Scroll to left until Day 2 is visible (Cell D2). Click on the Cell D2 down chevron. Click on the Select All option (this is will remove of all the checks. Click on the 94 option. Click on the OK Button. The applied filter will show the people that had a 94 on day two.

Click on the Cell D2 down chevron. Click on the Select All option. Click on the 94 option. Click on the OK button.
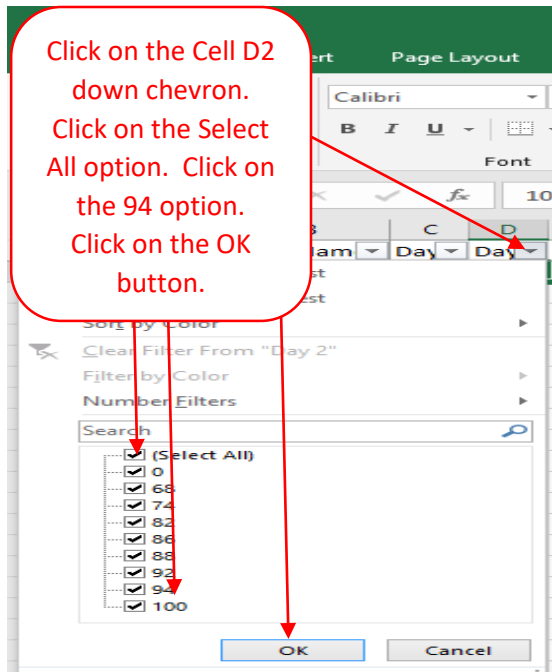
20. On the Insert tab, in the tables group, click on the Table button.

Click on the Table button.

21. On the Create Table dialog box click OK.

Create Table

Where is the data for your table?

=$A$1:$AX$79

Click OK.

✔ My table has headers

OK   Cancel

22. Click on the file tab, click the Save As option, select a location to save you file, change the filename to ExcelPractice4FirstNameLastName (replace your FirstNameLastName with your name).