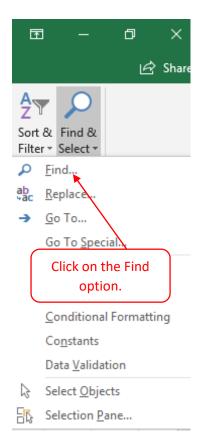
Excel – Find & Replace and Formatting

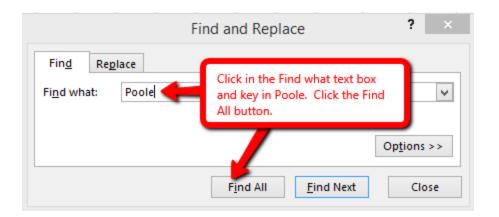
- 1. Open the ExcelPractice4JohnDoe spreadsheet.
- 2. On the Home tab, in the Editing group, click on the Find and Select button.

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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.



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	Find and Replace ? ×	88
14	Shrestha	Ashley	100	100	86	Find and Replace ? ×	83
15	Scott	Heather	100	100	98	Find Replace	91
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21	Robinson	Ryan	100	100	100		86
22	Richardson	Aya	100	100	100	Find All Find Next Close	0
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25	Puckett	Maegan	100	94	55		0
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28	Poole	Cameron	100	100	0	0 100 100 0 0 100 100 100 100 100 100	100

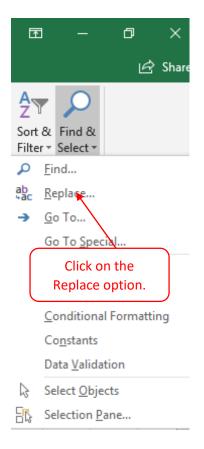
6. Click the close button to exit the Find and Replace dialog box.

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

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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.

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Fin <u>d</u> Re <u>p</u> lace Fi <u>n</u> d what: Smith Replace with: Smyth	Remove the word Pool in Smith. Click in the with text box and key Click the Replace A	e Replace / in Smyth
Replace All Replace	Find All	Close

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.



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

	Find and Replace	? ×
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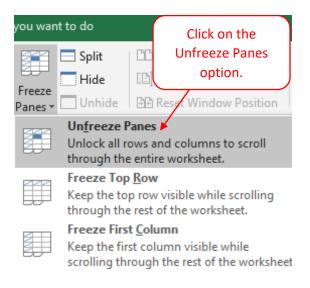
- 12. Click on Cell A1.
- 13. On the View tab, in the Window group, click on the Freeze Panes button.

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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.

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	Freeze First <u>C</u> olumn Keep the first column visible while scrolling through the rest of the worksheet.								

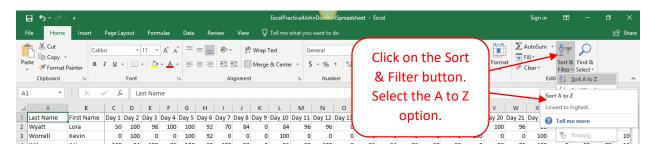
15. On the View tab, in the Window group, click on the Freeze Panes button, select the Unfreeze Panes option.



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.

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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.



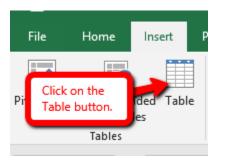
18. On the Home tab, in the Editing group, click on the Sort & Filter button, select the Filter option.

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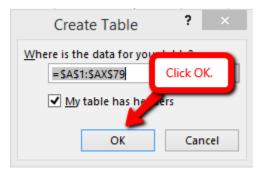
19. After the filter option is selected, the filter chevrons are made visible. Scroll to left until Day 2 is visible (Cell D2). Click on the Cell D2 down chevron. Click on the Select All option (this is will remove of all the checks. Click on the 94 option. Click on the OK Button. The applied filter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

Filter by Color	ert Page Layout Calibri • B I U • II Font Font Calibri • B I U • II Font Fon
Number Eilters Search 	DK Cancel

20. On the Insert tab, in the tables group, click on the Table button.



21. On the Create Table dialog box click OK.



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).