

Shri M.P.shah Education society, kadi
C.N.Arts & B.D. Commerce College,kadi

SUB : computer Application

S.Y. B.COM SEM: 3

Introduction

In this introductory course to Excel, participants will explore Excel activities that go beyond the basic. After successful completion of this session, participants can expect to have the skills required to work efficiently in an existing worksheet and to also create new worksheets from a template and from scratch.

Topics Include

- Create a basic worksheet by entering text, values, and formulas.
- Change the appearance of worksheet data by using a variety of formatting techniques.
- Create formulas by using some of Excel's built-in functions.
- Filter and sort Excel data.
- Plan, create and modify charts.
- Prepare a document for printing by using a variety of printing options.

1.1.

UNIT:1 Introduction to worksheet or speedsheet (Excel 2013)

- A spreadsheet or worksheet is a file made of rows and columns that help sort data, arrange data easily, and calculate numerical data
- the difference between a worksheet and a spreadsheet

A spreadsheet shows a collection of worksheets that combine to form a workbook whereas a worksheet is one page present within the workbook. ... A spreadsheet can be a single worksheet or multiple worksheets, but a worksheet is always singular.

1. Usage of a worksheet.

The three most common general uses for spreadsheet software are to create budgets, produce graphs and charts, and for storing and sorting data. Within business spreadsheet software is used to forecast future performance, calculate tax, completing basic payroll, producing charts and calculating revenues

1. Opening Excel

Using Windows 7

1. Click on the Start Button.
2. In the Search Program and Files box type Excel.
3. Click on Excel 2013 from the Program results.
4. The Microsoft Excel 2013 program will open.

Using Windows 8

1. Press the Windows key on the keyboard.
2. Type Excel.
3. Click on Excel 2013 under the Apps results.

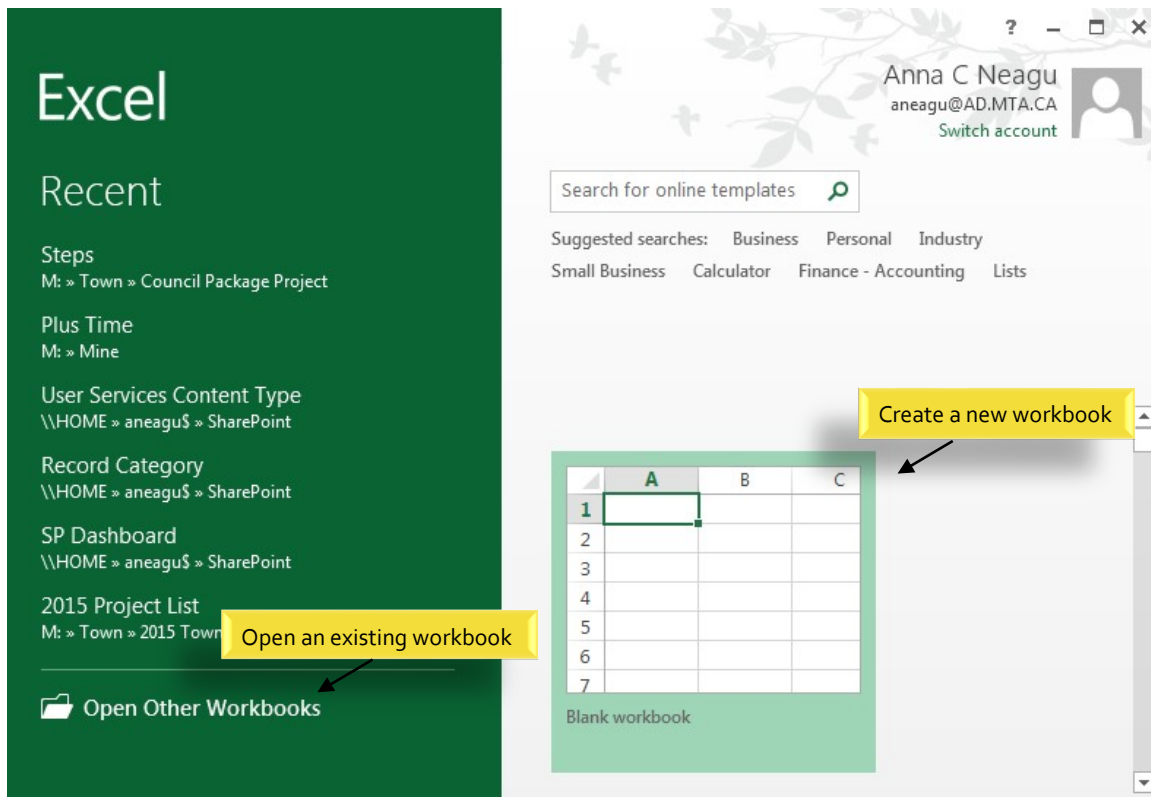
Using iOS 7

1. Click on Launchpad.
2. Select Microsoft Excel.

2. Getting Started

When you open Excel 2013 for the first time, the Excel Start Screen will appear. From here, you'll be able to create a new workbook, choose a template, and access your recently edited workbooks.

1. From the Excel Start Screen, locate and select Blank workbook to access the Excel interface.
2. Click Open Other Workbooks to work on an existing workbook.



To set up Excel so it automatically opens a new workbook

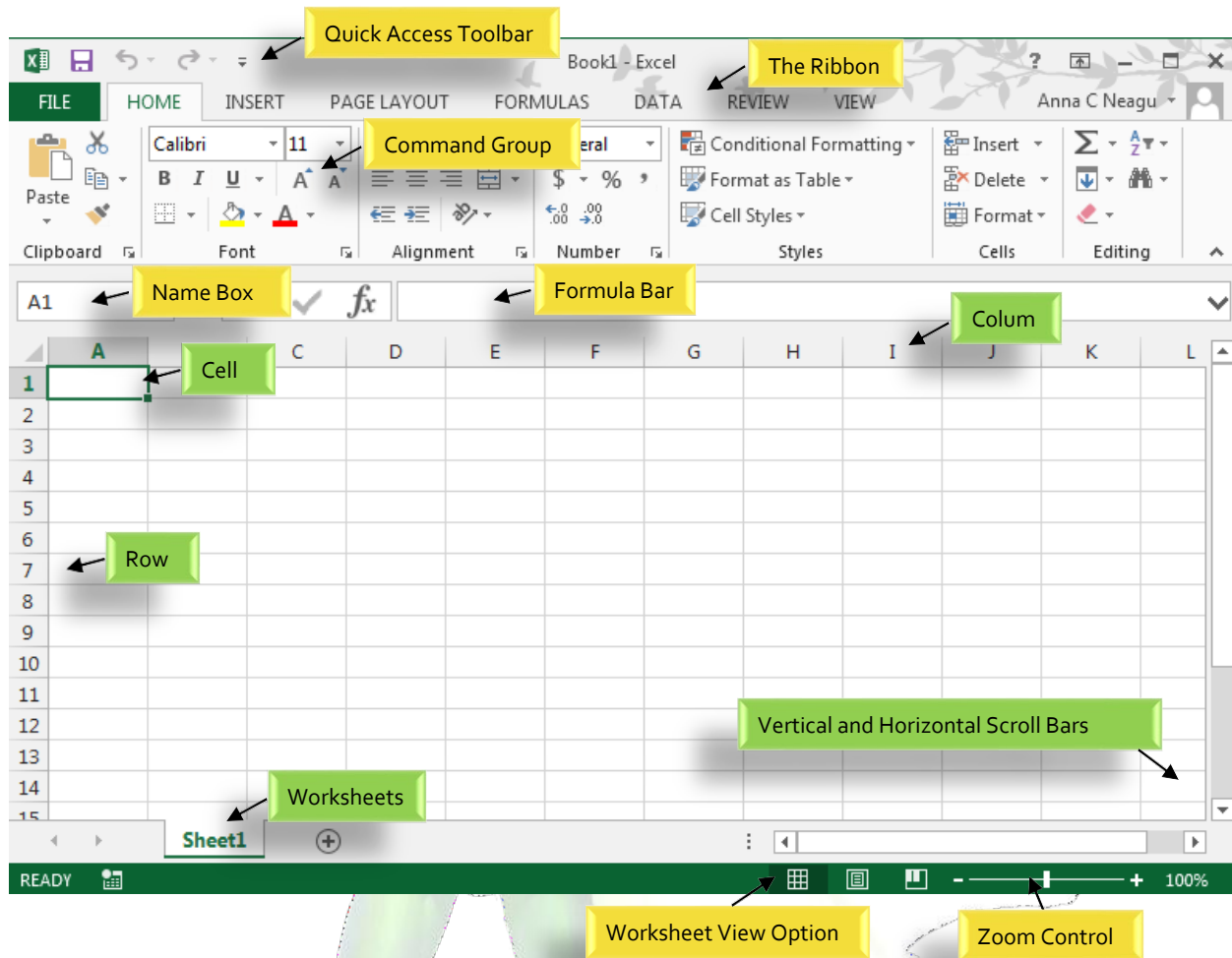
1. Click File then Options.
2. On the General tab, under Start up options, uncheck the Show the Start screen when this application starts box.
3. The next time you start Excel, it opens a blank workbook automatically similar to older versions of Excel.

2.1. The Excel Interface

After starting Excel, you will see two windows - one within the other. The outer window is the Application Window and the inner window is the Workbook Window. When maximized, the Excel Workbook Window blends in with the Application Window.

After completing this module, you should be able to:

- Identify the components of the Application Window.
- Identify the components of the Workbook Window.



2.1.1. The Application Window

The Application Window provides the space for your worksheets and workbook elements such as charts. The components of the Application Window are described below.

☐ The Quick Access Toolbar

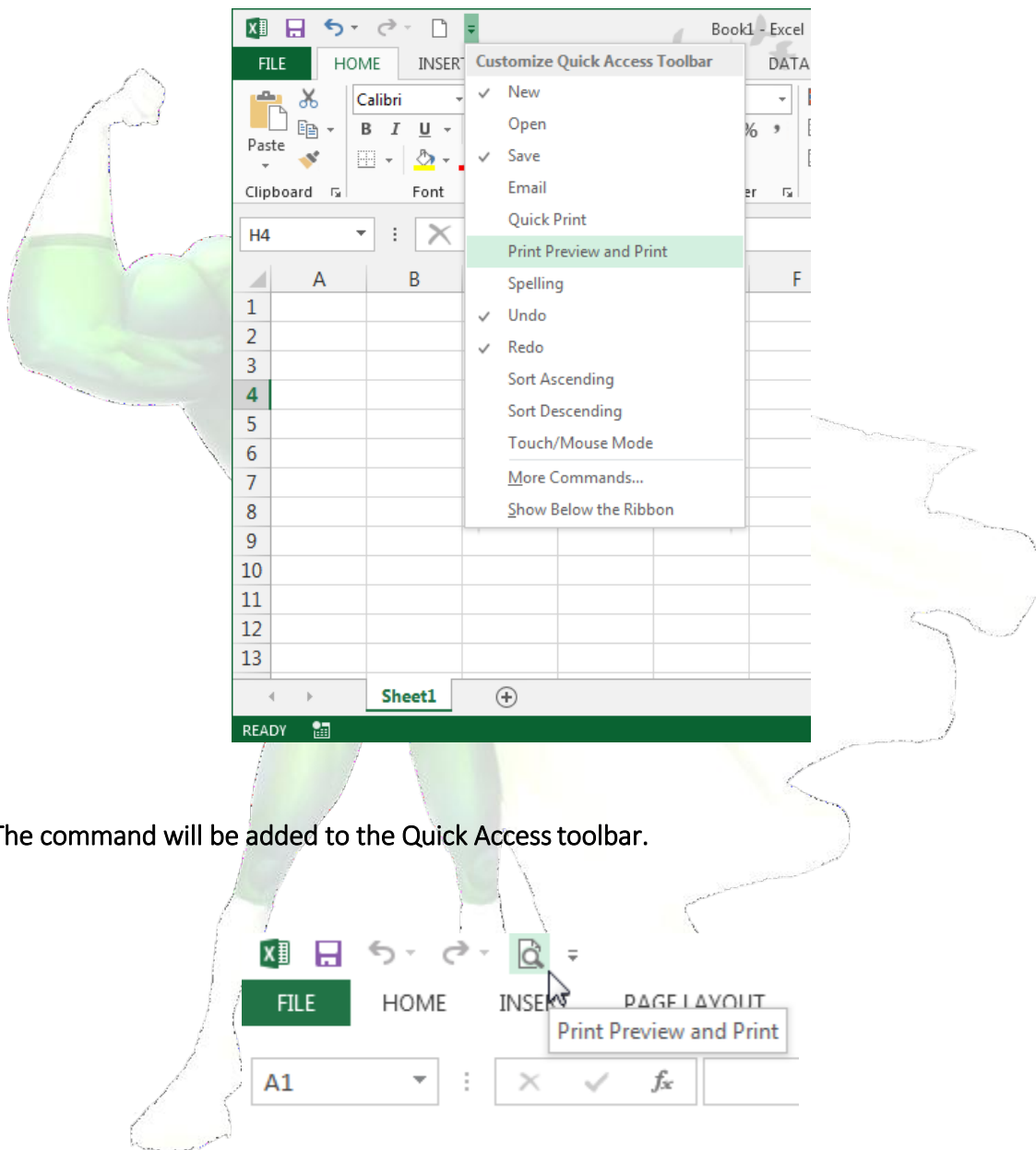
The Quick Access Toolbar lets you access common commands no matter which tab is selected.

By default, it includes the Save, Undo, and Repeat commands. You can add other commands depending on your preference.

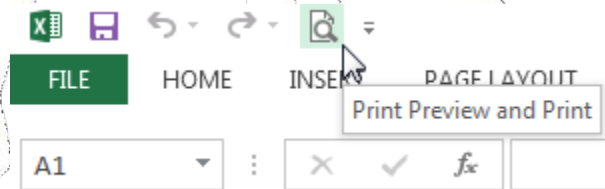
To add commands to the Quick Access toolbar

1. Click the drop-down arrow to the right of the Quick Access toolbar.

2. Select the command you wish to add from the drop-down menu. To choose from more commands, select More Commands.

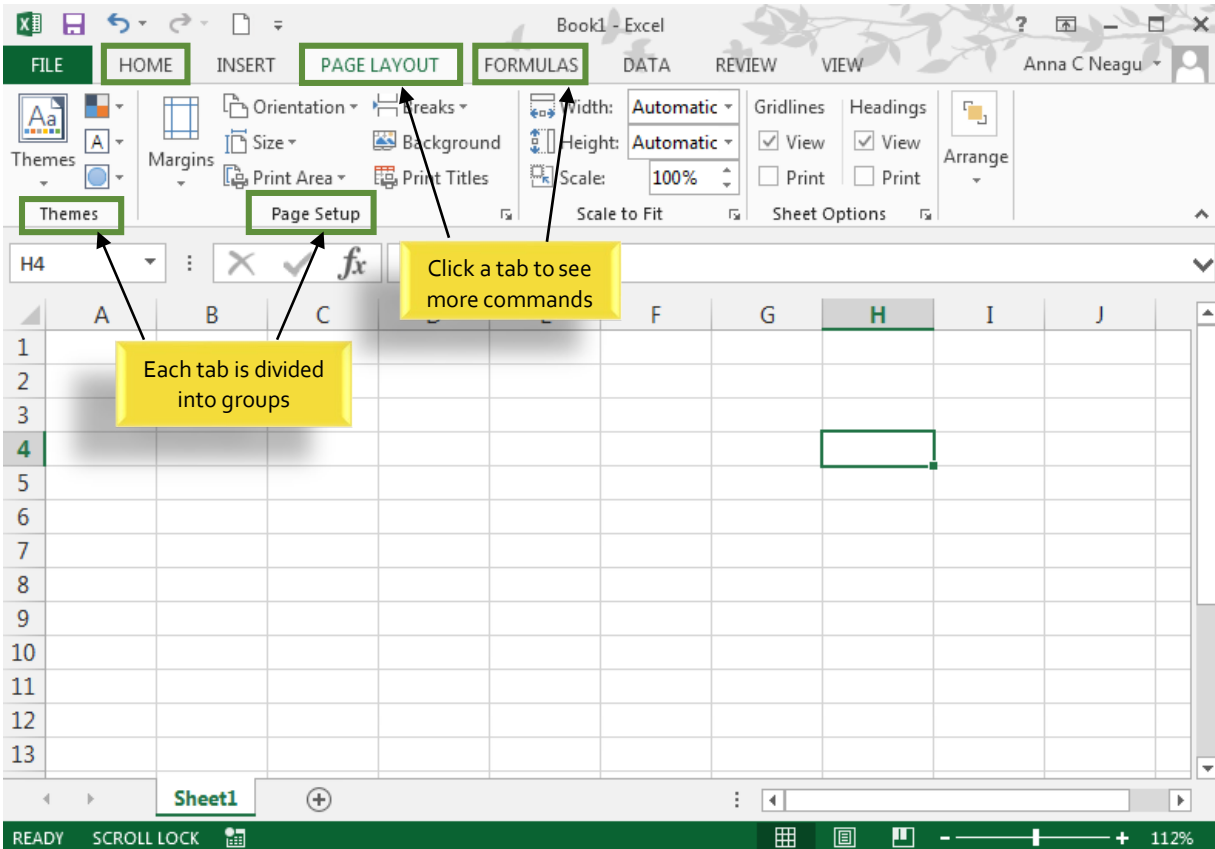


3. The command will be added to the Quick Access toolbar.



❑ The Ribbon

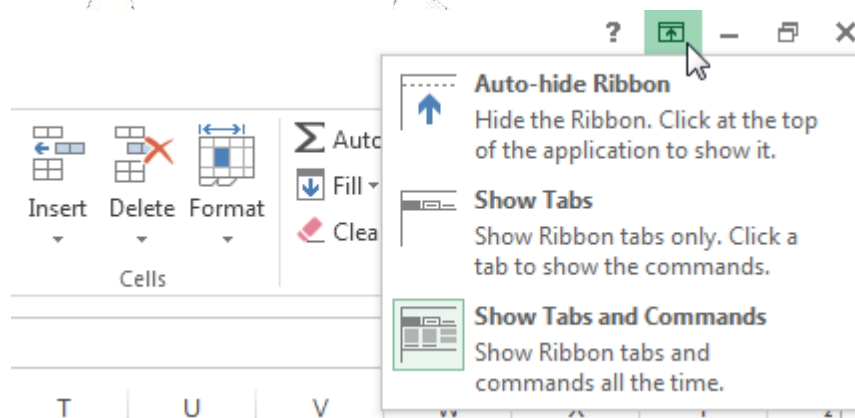
Excel 2013 uses a tabbed Ribbon system instead of traditional menus. The Ribbon contains multiple tabs, each with several groups of commands. You will use these tabs to perform the most common tasks in Excel.



To minimize and maximize the Ribbon

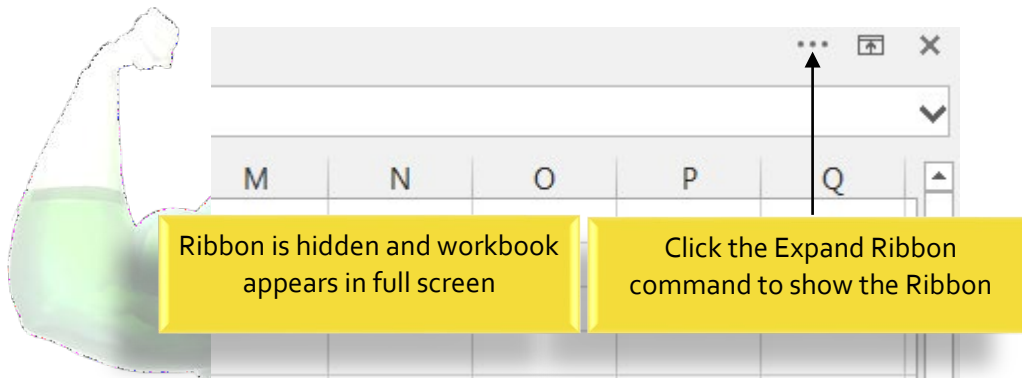
The Ribbon is designed to respond to your current task, but you can choose to minimize it if you find that it takes up too much screen space.

1. Click the Ribbon Display Options arrow in the upper-right corner of the Ribbon.



2. Select the desired minimizing option from the drop-down menu:

- ☒ **Auto-hide Ribbon:** Auto-hide displays your workbook in full-screen mode and completely hides the Ribbon. To show the Ribbon, click the Expand Ribbon command at the top of screen.

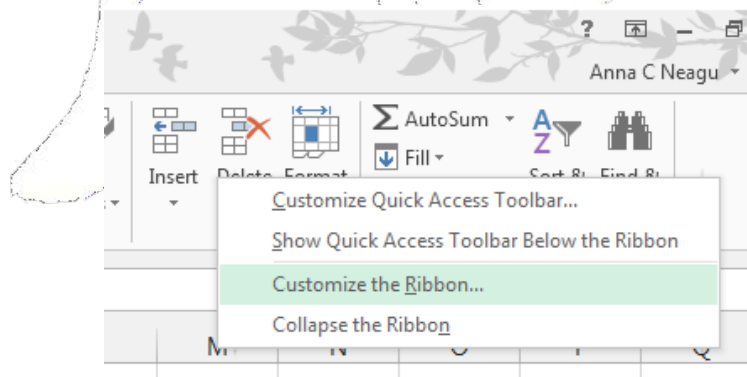


- ☒ **Show Tabs:** This option hides all command groups when not in use, but tabs will remain visible. To show the Ribbon, simply click a tab.
- ☒ **Show Tabs and Commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open Excel for the first time.

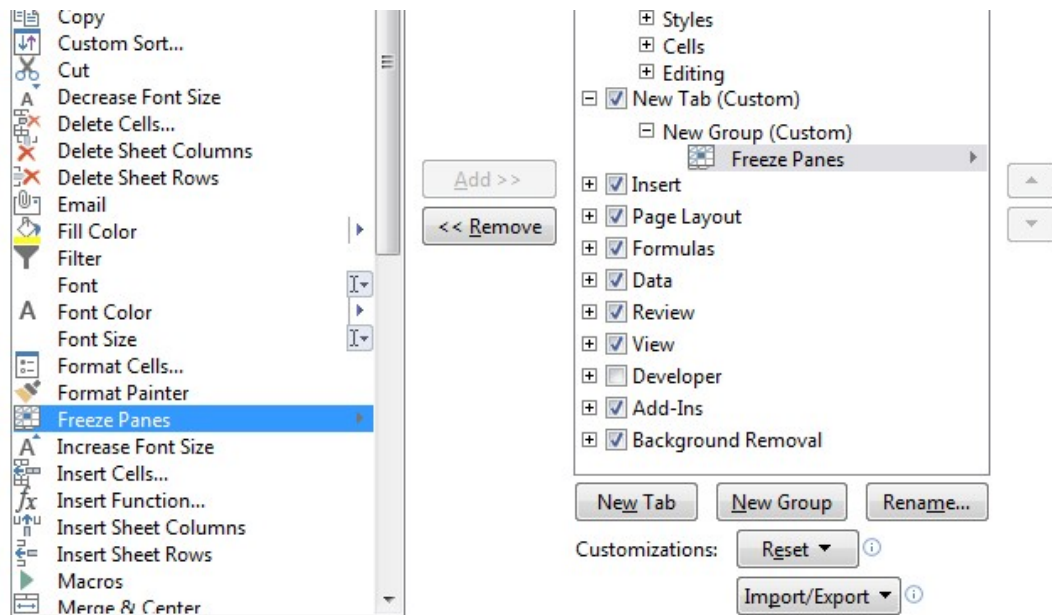
To Customize the Ribbon in Excel 2013

You can customize the Ribbon by creating your own tabs with whichever commands you want. Commands are always housed within a group, and you can create as many groups as you want in order to keep your tab organized. If you want, you can even add commands to any of the default tabs, as long as you create a custom group in the tab.

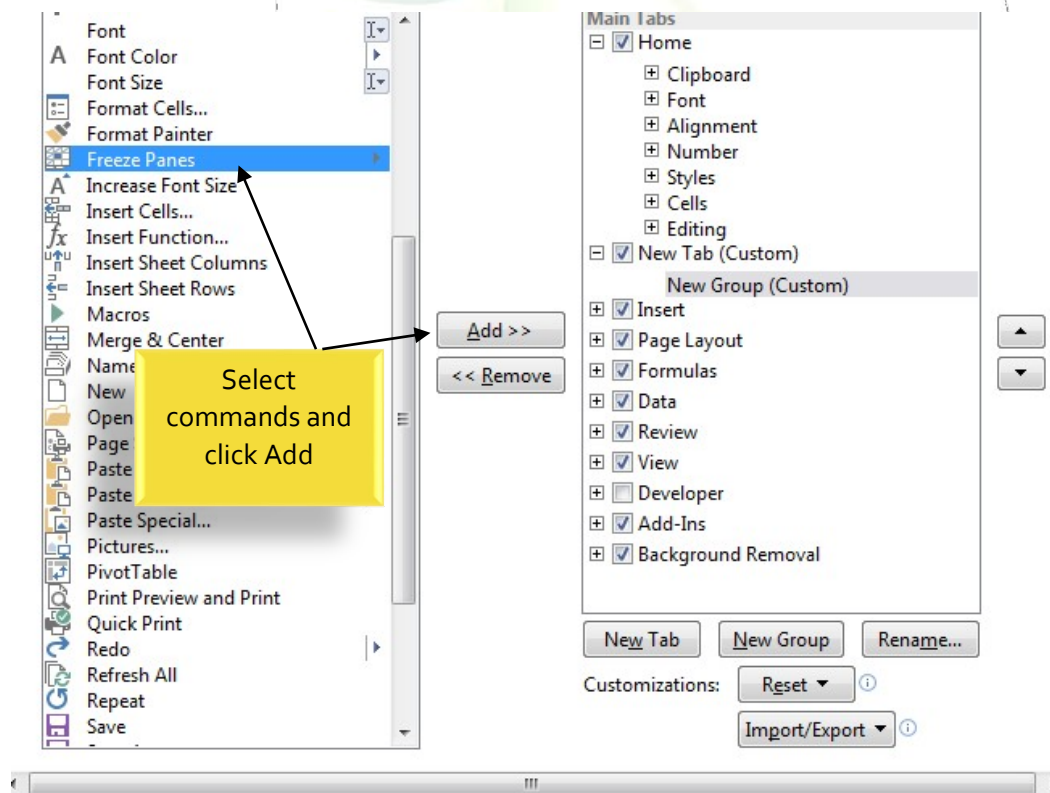
1. Right-click the Ribbon and then select Customize the Ribbon... from the drop-down menu.



2. The Excel Options dialog box will appear. Locate and select New Tab.



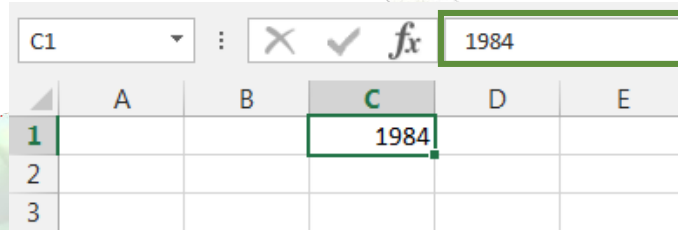
3. Make sure the New Group is selected, select a command, and then click Add. You can also drag commands directly into a group.
4. When you are done adding commands, click OK. The commands will be added to the Ribbon.



❑ The Formula Bar

In the formula bar, you can enter or edit data, a formula, or a function that will appear in a specific cell.

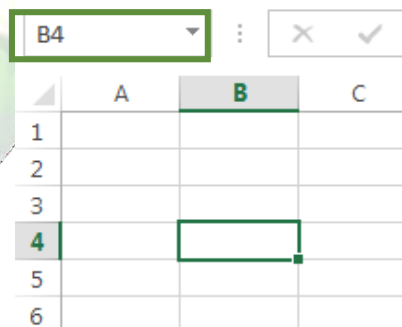
In the image below, cell C1 is selected and 1984 is entered into the formula bar. Note how the data appears in both the formula bar and in cell C1.



❑ The Name Box

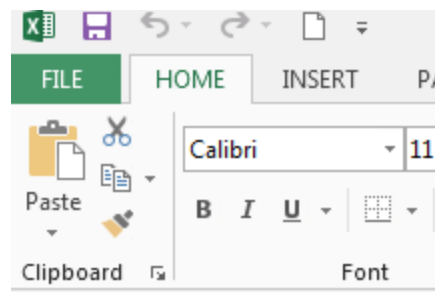
The Name box displays the location, or "name" of a selected cell.

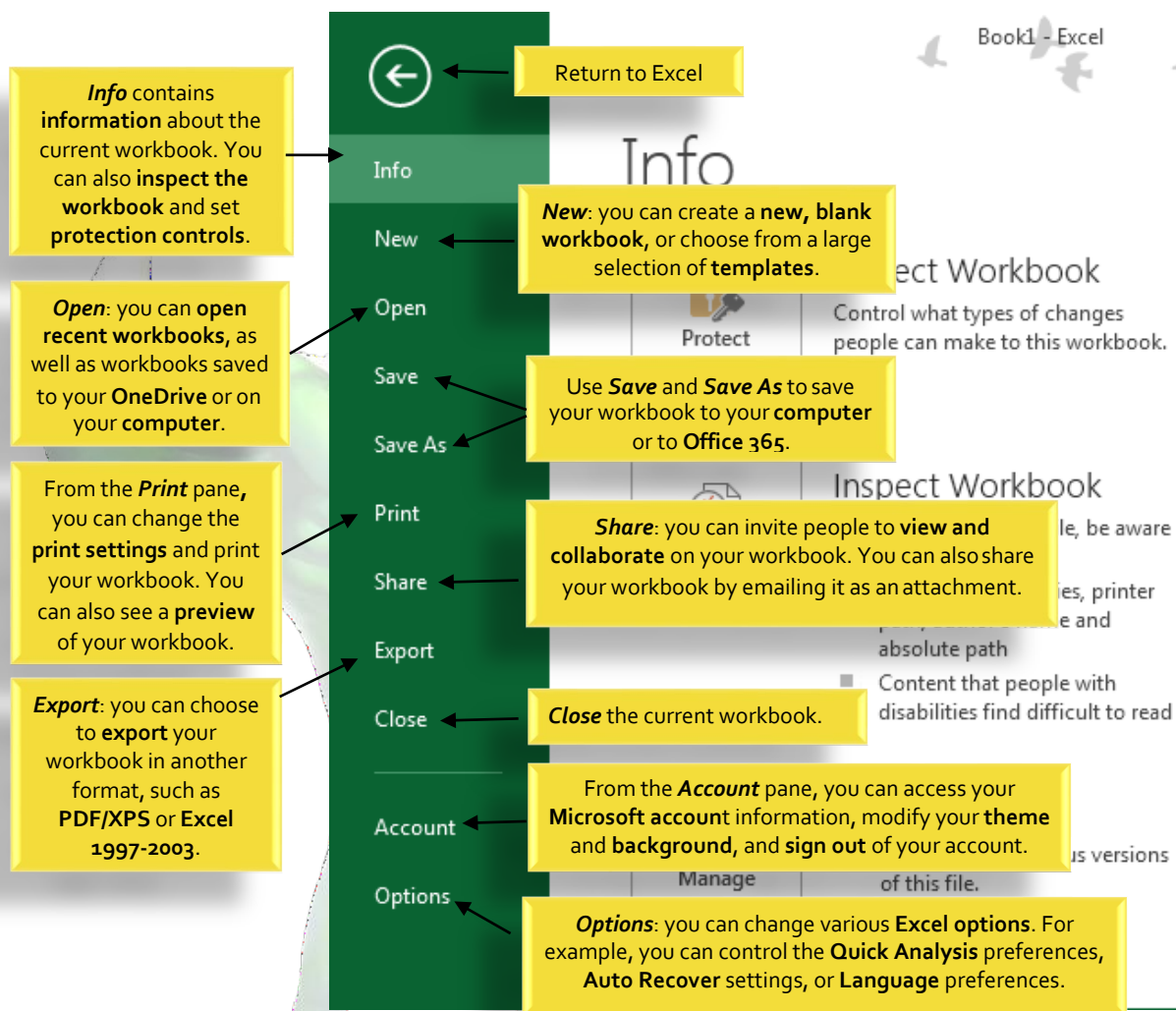
In the image below, cell B4 is selected. Note that cell B4 is where column B and row 4 intersect.



❑ The Backstage View (The File Menu)

Click the File tab on the Ribbon. Backstage view will appear.

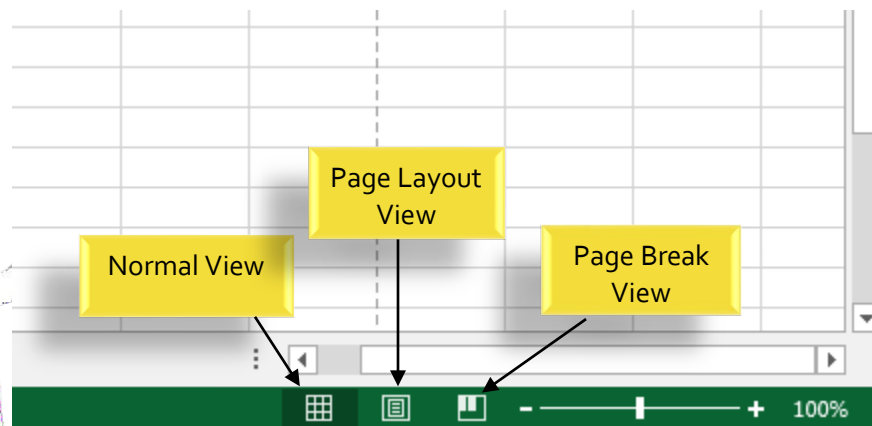




❑ The Worksheet Views

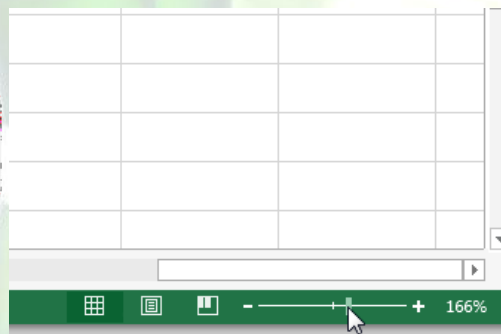
Excel 2013 has a variety of viewing options that change how your workbook is displayed. You can choose to view any workbook in Normal view, Page Layout view, or Page Break view. These views can be useful for various tasks, especially if you're planning to print the spreadsheet.

To change worksheet views, locate and select the desired worksheet view command in the bottom-right corner of the Excel window.



☐ Zoom Control

To use the Zoom control, click and drag the slider. The number to the right of the slider reflects the zoom percentage.



Challenge!

1. Open Excel 2013.
2. Click through all of the tabs, and review the commands on the Ribbon.
3. Try minimizing and maximizing the Ribbon.
4. Add a command to the Quick Access toolbar.
5. Navigate to Backstage view, and open your Account settings.
6. Try switching worksheet views.
7. Close Excel (you do not have to save the workbook).

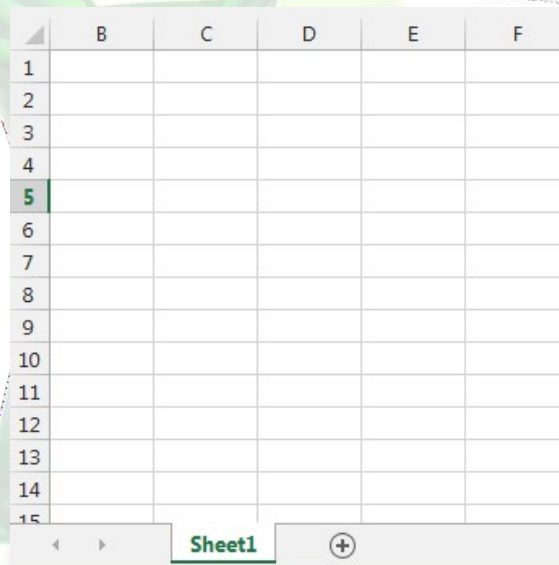
2.1.2. The Workbook Window

In Excel 2013, when you open up a new workbook it now contains only 1 worksheet. There can be a max of 1,048,576 rows and 16,384 columns in an Excel worksheet.

The Worksheet

Excel files are called workbooks. Each workbook holds one or more worksheets (also known as "spreadsheets").

Whenever you create a new Excel workbook, it will contain one worksheet named Sheet1. A worksheet is a grid of columns and rows where columns are designated by letters running across the top of the worksheet and rows are designated by numbers running down the left side of the worksheet.

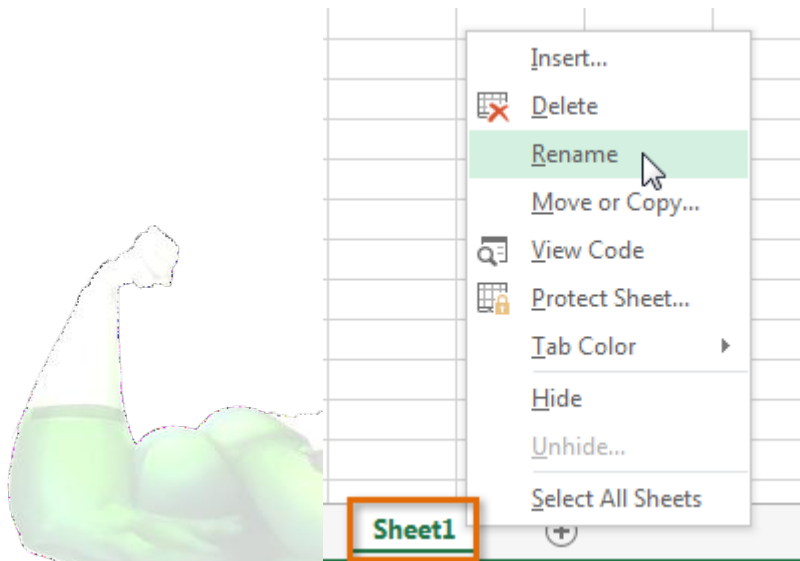


When working with a large amount of data, you can create multiple worksheets to help organize your workbook and make it easier to find content. You can also group worksheets to quickly add information to multiple worksheets at the same time.

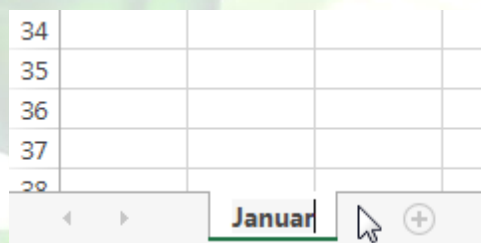
To rename a worksheet

Whenever you create a new Excel workbook, it will contain one worksheet named Sheet1. You can rename a worksheet to better reflect its content. In our example, we will create a training log organized by month.

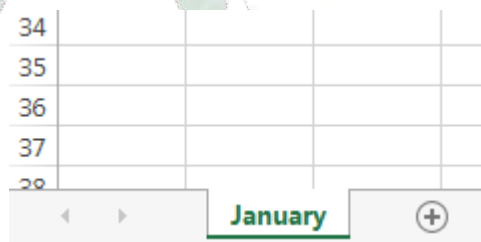
1. Right-click the worksheet you wish to rename, then select Rename from the worksheet menu.



2. Type the desired name for the worksheet.



3. Click anywhere outside of the worksheet, or press Enter on your keyboard. The worksheet will be renamed.




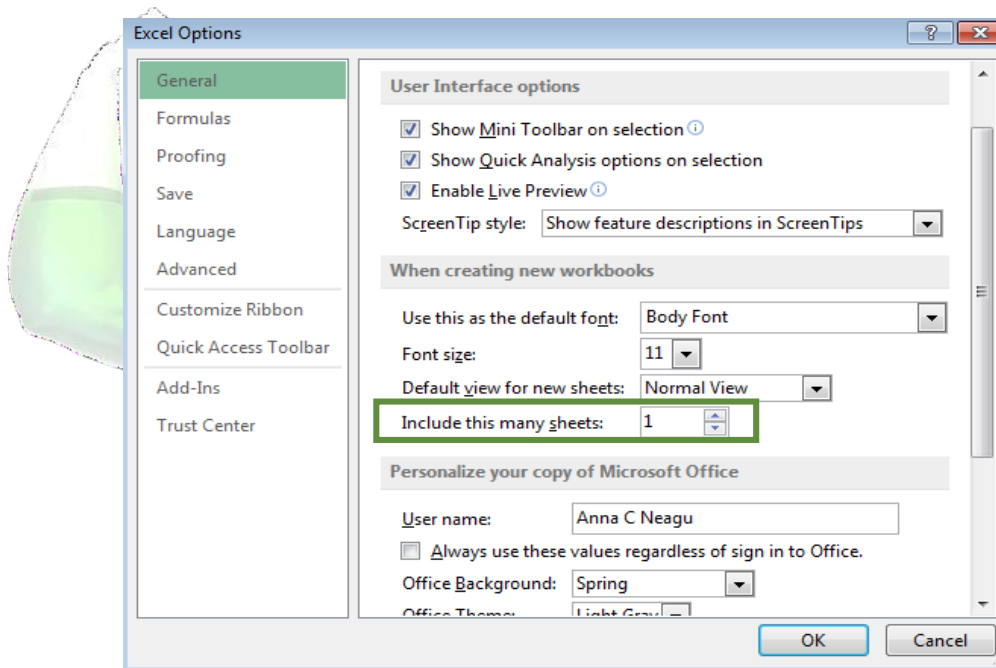
To insert a new worksheet

1. Locate and select the New sheet button.



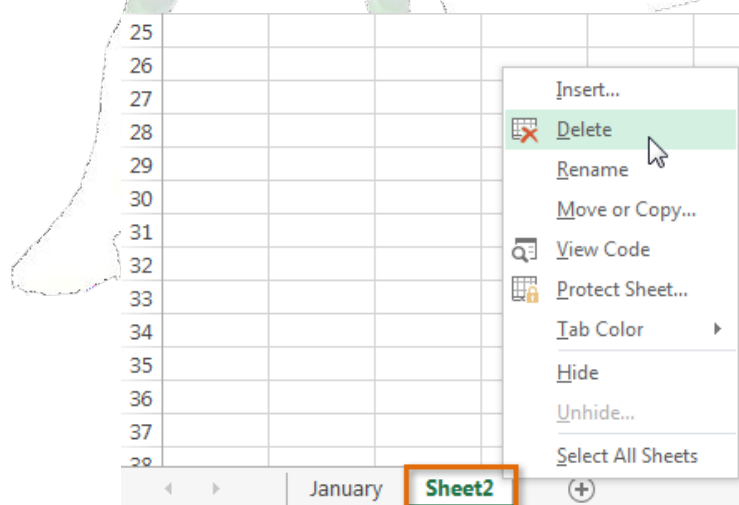
2. A new, blank worksheet will appear.

 **TIP:** To change the default number of worksheets, navigate to Backstage view, click Options, and then choose the desired number of worksheets to include in each new workbook.

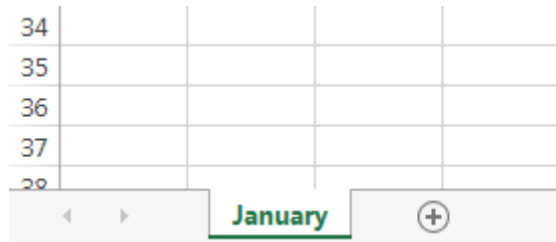


To delete a worksheet

1. Right-click the worksheet you wish to delete, then select Delete from the worksheet menu.



2. The worksheet will be deleted from your workbook.



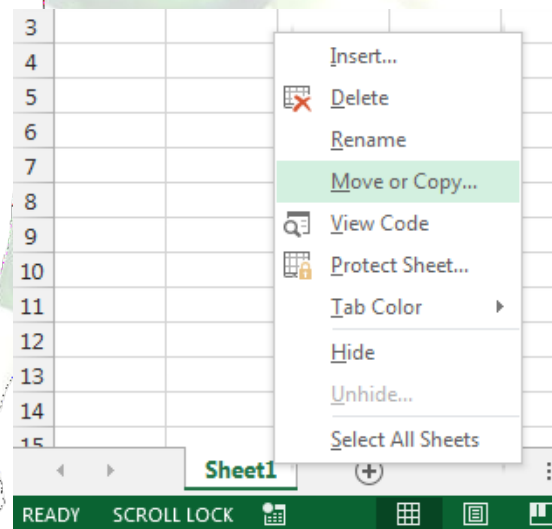
Alternatively, from the Home Tab in the Cells Group click on Delete and select Delete Sheet.

Warning: The Undo button will not undo the deletion of a worksheet.

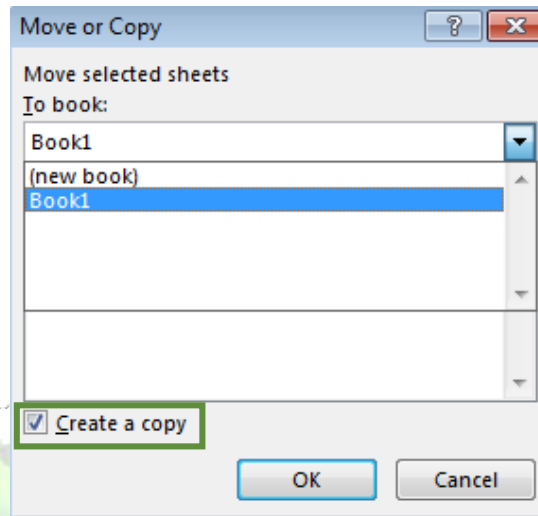
To copy a worksheet

If you need to duplicate the content of one worksheet to another, Excel allows you to copy an existing worksheet.

1. Right-click the worksheet you want to copy, then select Move or Copy from the worksheet menu.

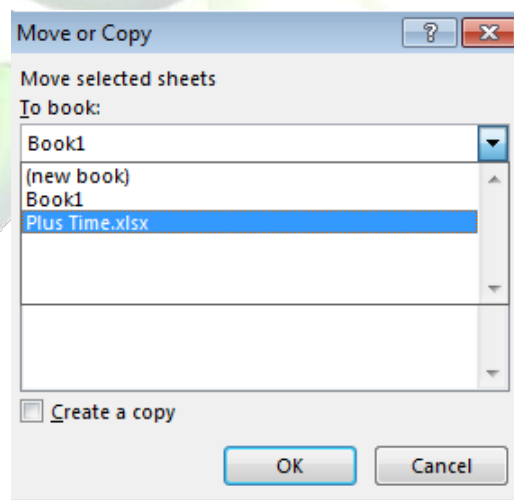


2. The Move or Copy dialog box will appear. Choose where the sheet will appear in the Before sheet: field. In our example, we'll choose (move to end) to place the worksheet to the right of the existing worksheet.
3. Check the box next to Create a copy, then click OK.




4. The worksheet will be copied. It will have the same title as the original worksheet, as well as a version number.

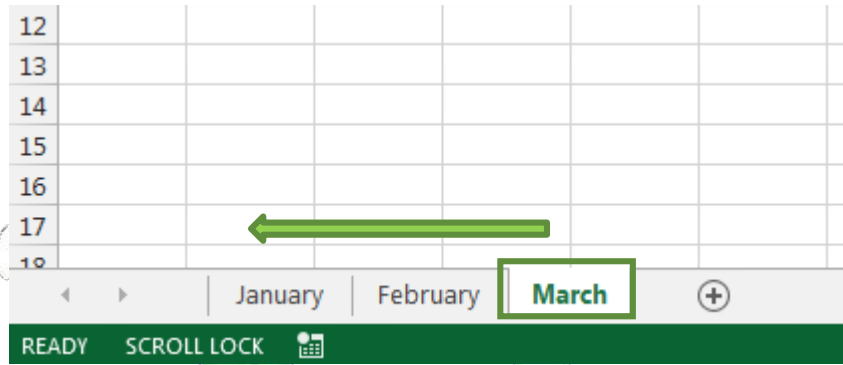
TIP: You can also copy a worksheet to an entirely different workbook. You can select any workbook that is currently open from the To book: drop-down menu.



To move a worksheet

Sometimes you may want to move a worksheet to rearrange your workbook.

1. Select the worksheet you wish to move. The cursor will become a small worksheet icon .
2. Hold and drag the mouse until a small black arrow appears above the desired location.

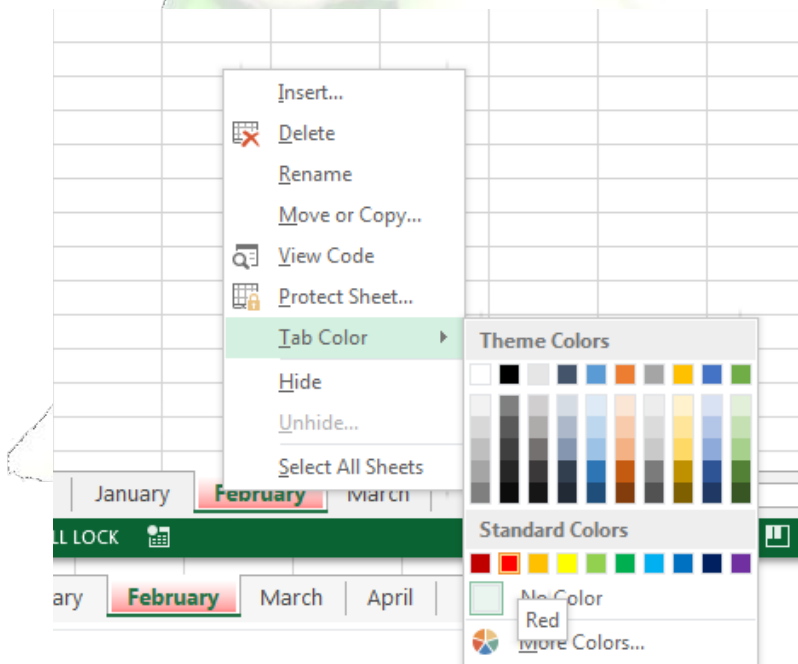


3. Release the mouse. The worksheet will be moved.

To change the worksheet color

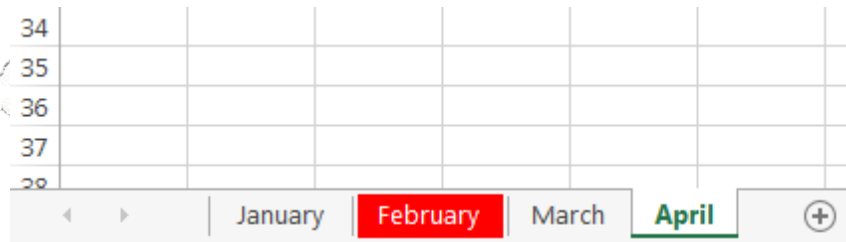
You can change a worksheet's color to help organize your worksheets and make your workbook easier to navigate.

1. Right-click the desired worksheet, and hover the mouse over Tab Color. The Color menu will appear.
2. Select the desired color. A live preview of the new worksheet color will appear as you hover the mouse over different options. In our example, we'll choose Red.



3. The worksheet color will be changed.

The worksheet color is considerably less noticeable when the worksheet is selected. Select another worksheet to see how the color will appear when the worksheet is not selected.

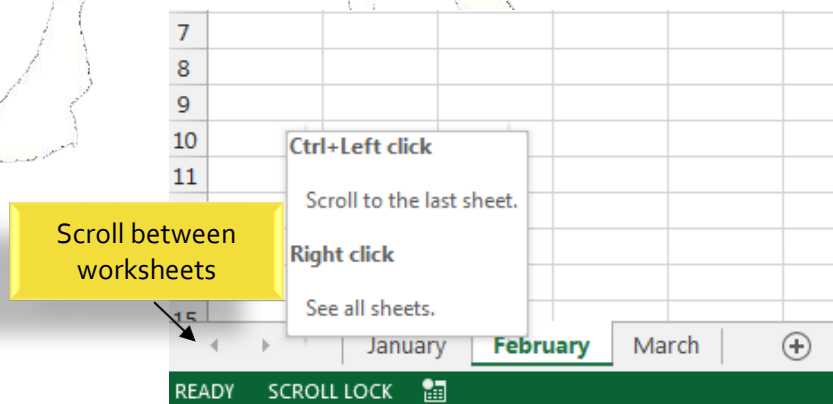


Challenge!

1. Open an existing Excel workbook.
2. Insert a new worksheet and rename it.
3. Delete a worksheet.
4. Move a worksheet.
5. Copy a worksheet.

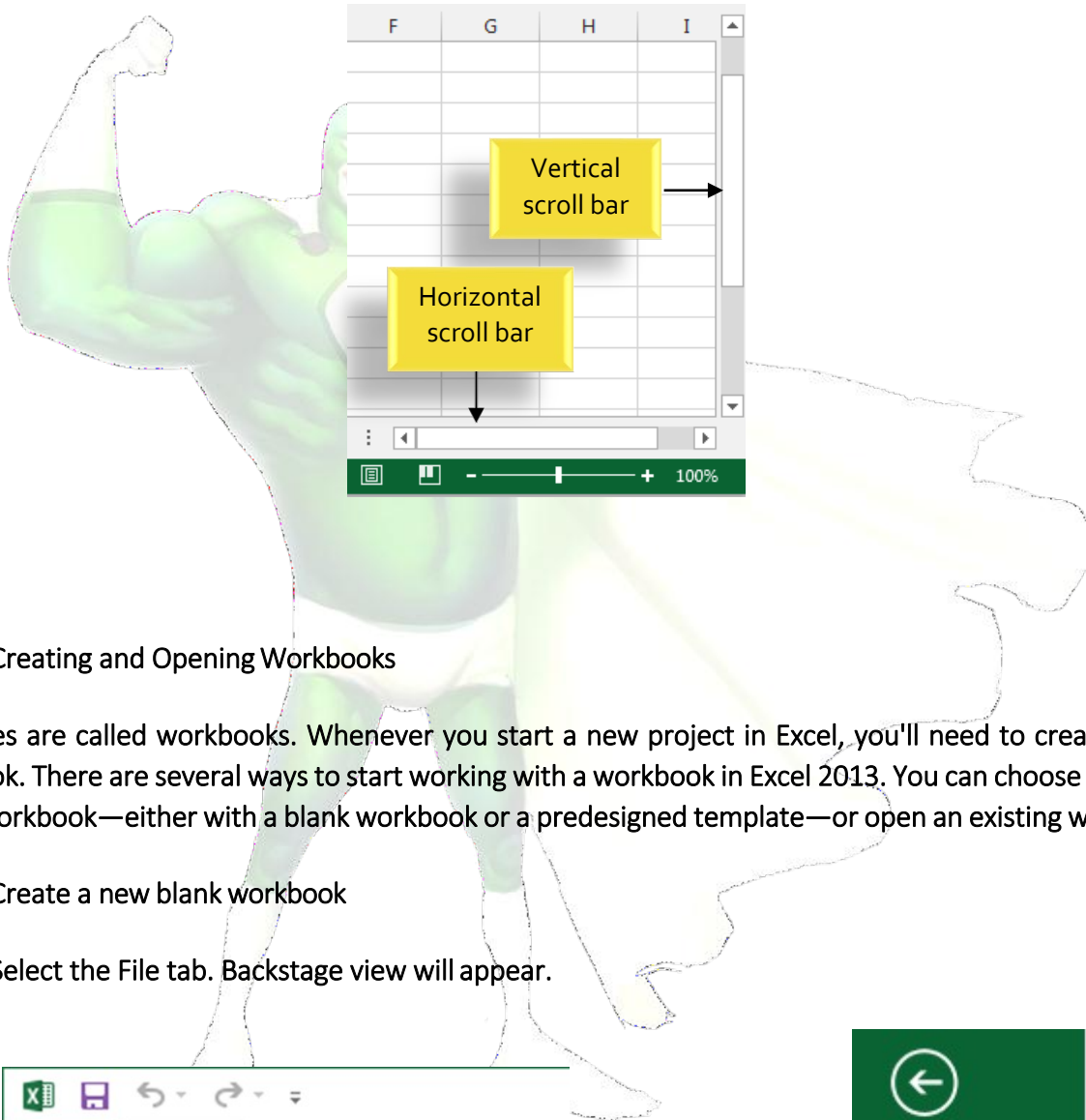
☐ The Scrolling Buttons

These buttons scroll the display of sheet tabs one at a time or to display the first and last grouping of sheet tabs and are located to the left of the sheet tabs.



❑ The Scroll Bars

Your spreadsheet may frequently have more data than you can see on the screen at once. Click, hold and drag the vertical or horizontal scroll bar depending on what part of the page you want to see.

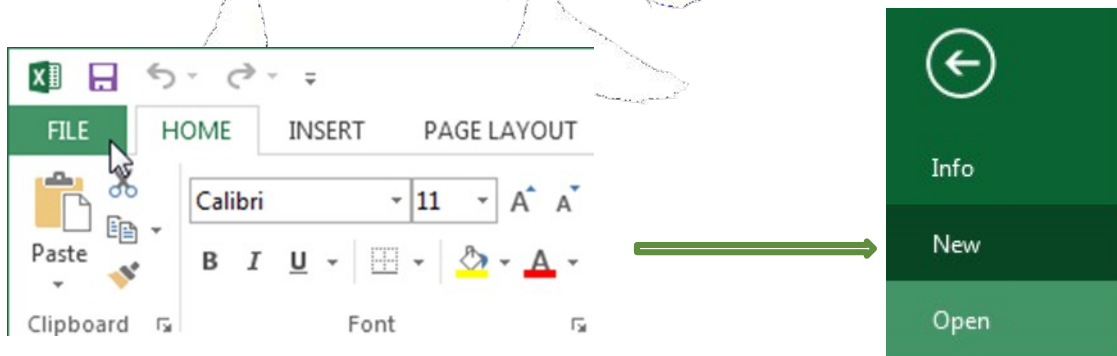


2.2. Creating and Opening Workbooks

Excel files are called workbooks. Whenever you start a new project in Excel, you'll need to create a new workbook. There are several ways to start working with a workbook in Excel 2013. You can choose to create a new workbook—either with a blank workbook or a predesigned template—or open an existing workbook.

2.2.1. Create a new blank workbook

1. Select the File tab. Backstage view will appear.

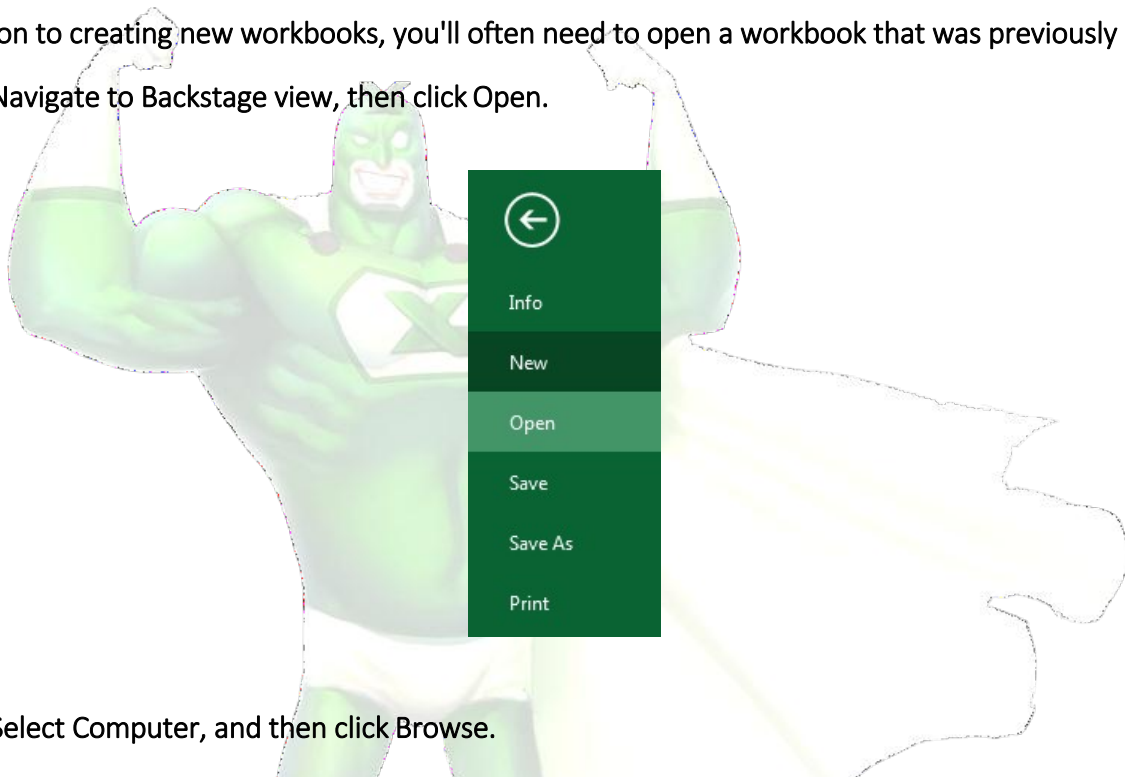


2. Select New, then click Blank workbook.
3. A new blank workbook will appear.

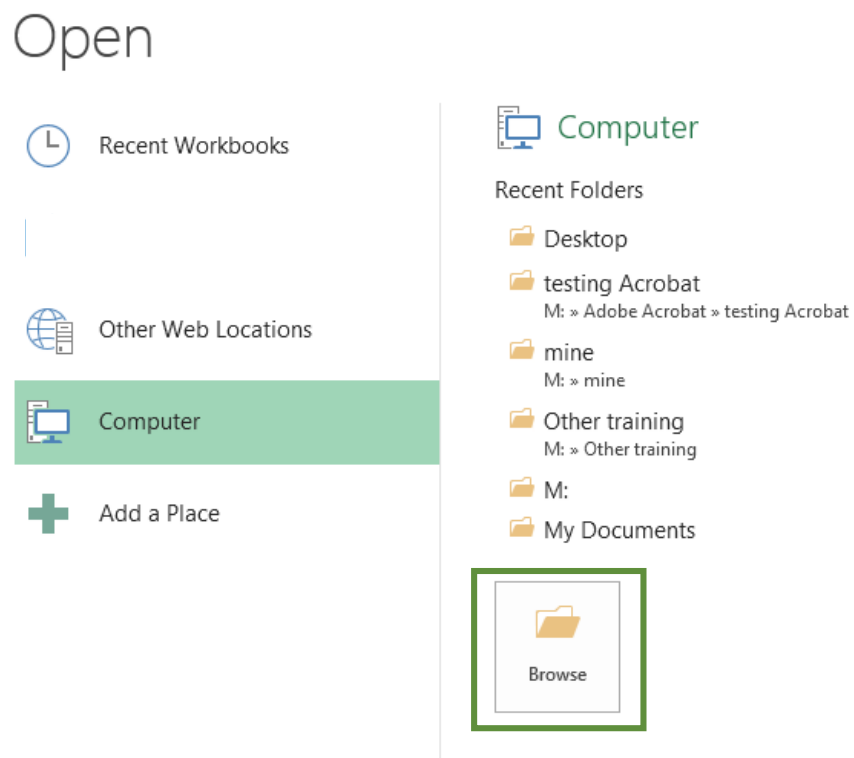
2.2.2. Open an existing workbook

In addition to creating new workbooks, you'll often need to open a workbook that was previously saved.

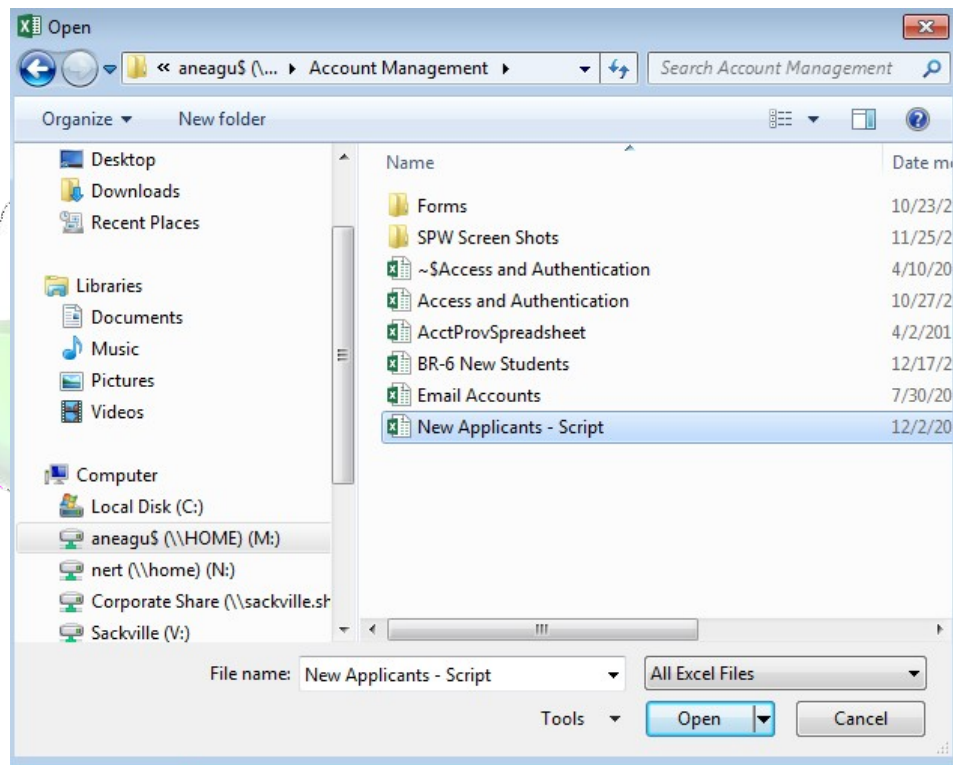
1. Navigate to Backstage view, then click Open.



2. Select Computer, and then click Browse.

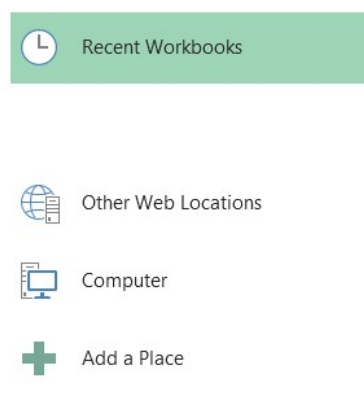


3. The Open dialog box will appear. Locate and select your workbook, then click Open.

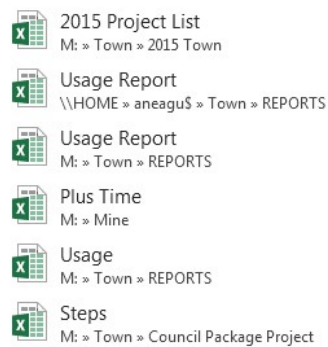


- TIP:** If you've opened the desired workbook recently, you can browse your Recent Workbooks rather than searching for the file.

Open




Recent Workbooks

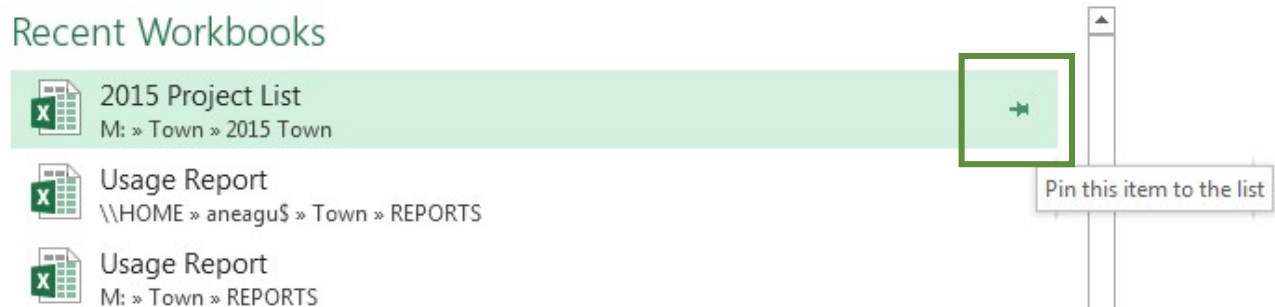


To pin a workbook

If you frequently work with the same workbook, you can pin it to Backstage view for quick access.

1. Navigate to Backstage view and then click Open. Your recently edited workbooks will appear.
2. Hover the mouse over the workbook you wish to pin. A pushpin icon  will appear next to the workbook. Click the pushpin icon.

Recent Workbooks

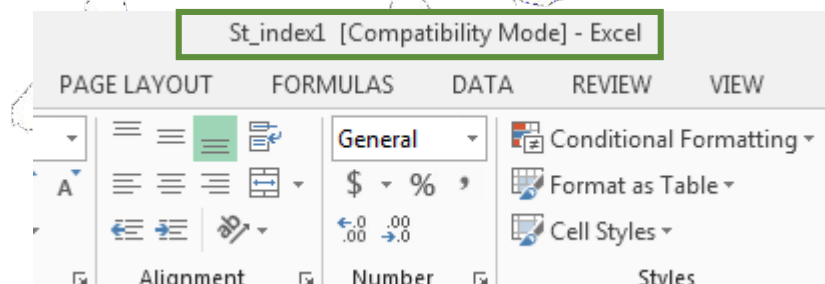


3. The workbook will stay in Recent Workbooks. To unpin a workbook, simply click the pushpin icon again.

 **TIP:** You can also pin folders to Backstage view for quick access. From Backstage view, click Open, then locate the folder you wish to pin and click the pushpin icon.

2.2.3. Compatibility mode

Sometimes you may need to work with workbooks that were created in earlier versions of Microsoft Excel, such as Excel 2003 or Excel 2000. When you open these kinds of workbooks, they will appear in Compatibility mode.



Compatibility mode disables certain features, so you'll only be able to access commands found in the program that was used to create the workbook. For example, if you open a workbook created in Excel 2003, you can only use tabs and commands found in Excel 2003.

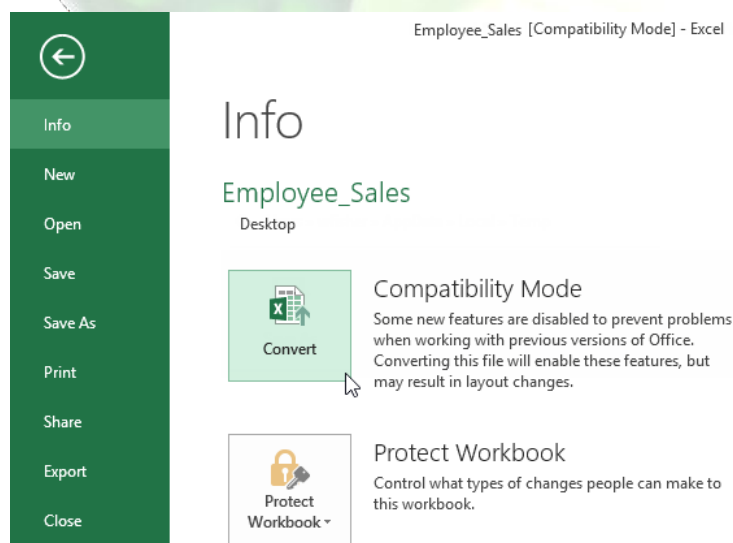
In order to exit Compatibility mode, you'll need to convert the workbook to the current version type. However, if you're collaborating with others who only have access to an earlier version of Excel, it's best to leave the workbook in Compatibility mode so the format will not change.

To convert a workbook

If you want access to all of the Excel 2013 features, you can convert the workbook to the 2013 file format.

Note that converting a file may cause some changes to the original layout of the workbook.

1. Click the File tab to access Backstage view.
2. Locate and select Convert command.



3. The Save As dialog box will appear. Select the location where you wish to save the workbook, enter a file name for the presentation, and click Save.
4. The workbook will be converted to the newest file type.

Challenge!

1. Create a new blank workbook.
2. Open an existing workbook from your computer.
3. Pin a folder to Backstage view.

2.3. Saving and Sharing Workbooks

Whenever you create a new workbook in Excel, you'll need to know how to save it in order to access and edit it later. As with previous versions of Excel, you can save files locally to your computer. But unlike older versions, Excel 2013 also lets you save a workbook to the cloud using OneDrive. You can also export and share workbooks with others directly from Excel.

2.3.1. Save and Save As

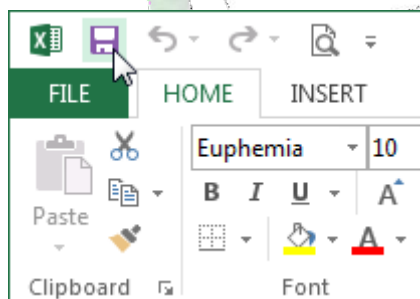
Excel offers two ways to save a file: Save and Save As. These options work in similar ways, with a few important differences:

- ☑ **Save:** When you create or edit a workbook, you'll use the Save command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can just click the Save command to save it with the same name and location.
- ☑ **Save As:** You'll use this command to create a copy of a workbook while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

To save a workbook

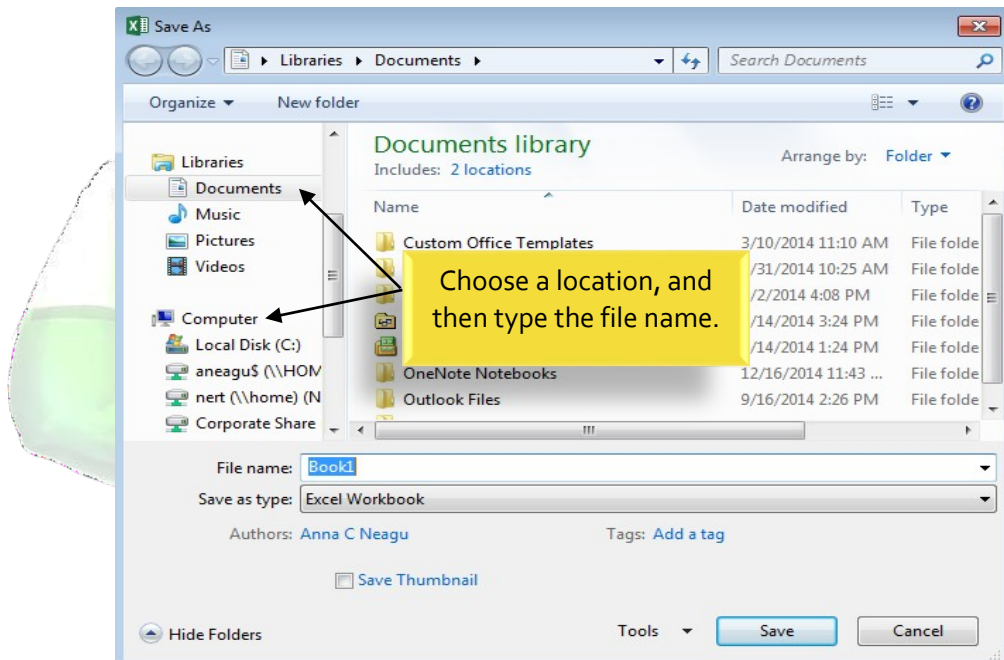
It's important to save your workbook whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to where you save the workbook so it will be easy to find later.

1. Locate and select the Save command on the Quick Access Toolbar.



2. If you're saving the file for the first time, the Save As pane will appear in Backstageview.
3. You'll then need to choose where to save the file and give it a file name. To save the workbook to your computer, select Computer, then click Browse. Alternatively, you can click OneDrive to save the file to your OneDrive.
4. The Save As dialog box will appear. Select the location where you wish to save the workbook.

5. Enter a file name for the workbook, then click Save.



6. The workbook will be saved. You can click the Save command again to save your changes as you modify the workbook.

Using Save As to make a copy

If you want to save a different version of a workbook while keeping the original, you can create a copy. For example, if you have a file named "Sales Data" you could save it as "Sales Data 2" so you'll be able to edit the new file and still refer back to the original version.

To do this, you'll click the Save As command in Backstage view. Just like when saving a file for the first time, you'll need to choose where to save the file and give it a new file name.

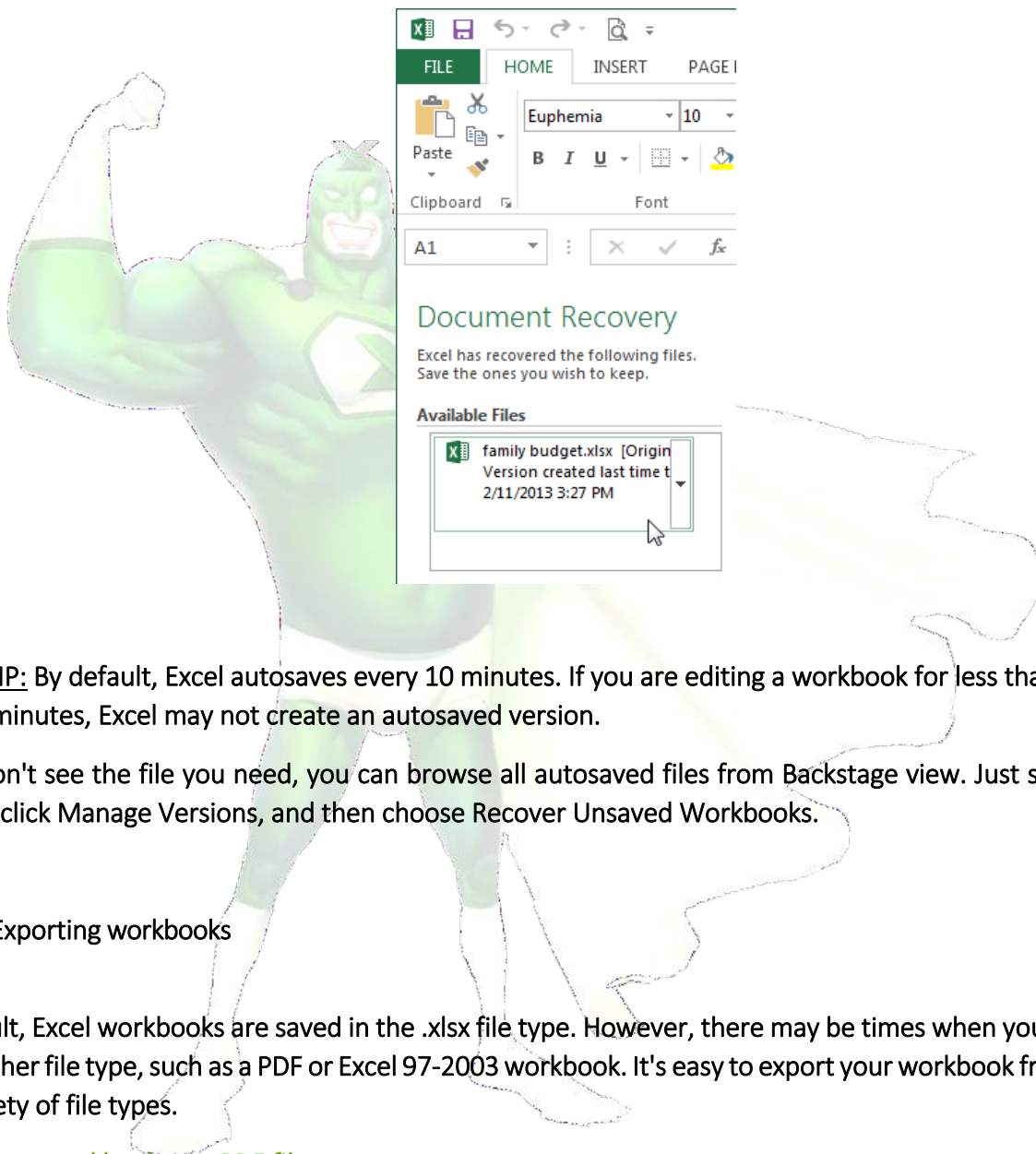
2.3.2. AutoRecover

Excel automatically saves your workbooks to a temporary folder while you are working on them. If you forget to save your changes, or if Excel crashes, you can restore the file using AutoRecover.

To use AutoRecover

1. Open Excel 2013. If auto-saved versions of a file are found, the Document Recovery pane will appear.

2. Click to open an available file. The workbook will be recovered.



TIP: By default, Excel autosaves every 10 minutes. If you are editing a workbook for less than 10 minutes, Excel may not create an autosaved version.

If you don't see the file you need, you can browse all autosaved files from Backstage view. Just select the File tab, click Manage Versions, and then choose Recover Unsaved Workbooks.

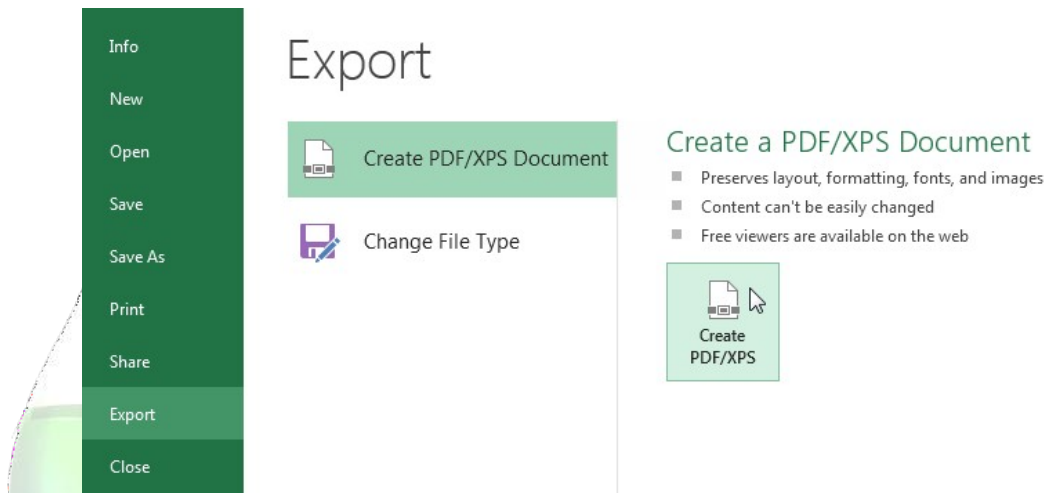
2.3.3. Exporting workbooks

By default, Excel workbooks are saved in the .xlsx file type. However, there may be times when you need to use another file type, such as a PDF or Excel 97-2003 workbook. It's easy to export your workbook from Excel in a variety of file types.


To export a workbook as a PDF file

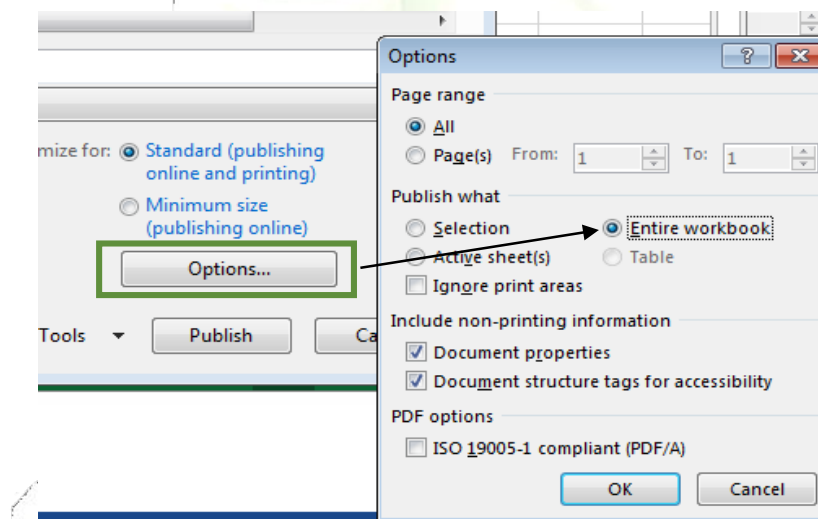
Exporting your workbook as an Adobe Acrobat document, commonly known as a PDF file, can be especially useful if sharing a workbook with someone who does not have Excel. A PDF will make it possible for recipients to view, but not edit, the content of your workbook.

1. Click the File tab to access Backstage view.
2. Click Export, then select Create PDF/XPS.



3. The Save As dialog box will appear. Select the location where you wish to export the workbook, enter a file name, and then click Publish.

 **TIP:** By default, Excel will only export the active worksheet. If you have multiple worksheets and want to save all of them in the same PDF file, click Options in the Save as dialog box. The Options dialog box will appear. Select Entire workbook, then click OK.



To export a workbook in other file types

You may also find it helpful to export your workbook in other file types, such as an Excel 97-2003 Workbook if you need to share with people using an older version of Excel, or a .CSV file if you need a plain-text version of your workbook.

1. Click the File tab to access Backstage view.
2. Click Export, then select Change File Type.
3. Select a common file type, then click Save As.
4. The Save As dialog box will appear. Select the location where you wish to export the workbook, enter a file name, and then click Save.

Challenge!

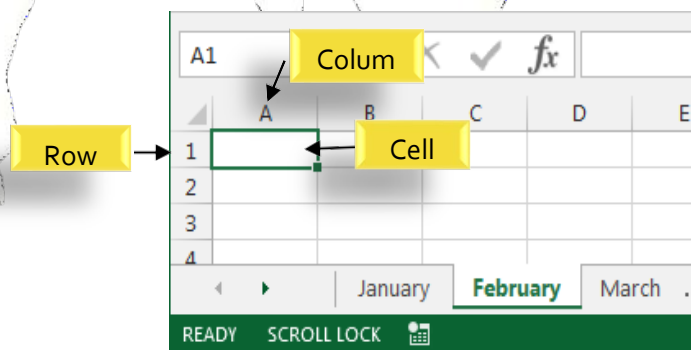
5. Create a new blank workbook.
6. Use the Save command to save the workbook to your desktop.
7. Save the workbook to OneDrive and invite someone else to view it.
8. Export the workbook as a PDF file.

3. Cell Basics

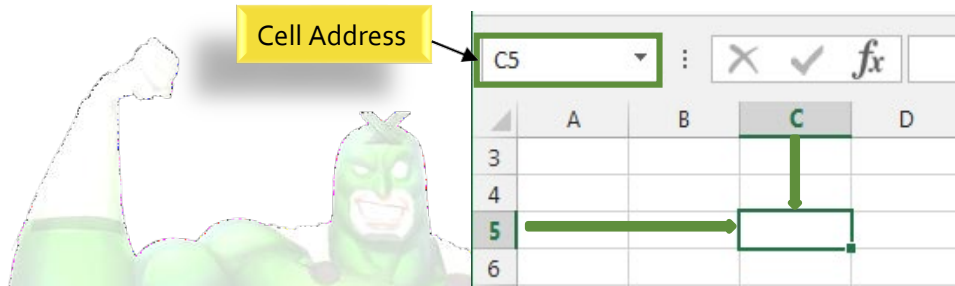
Whenever you work with Excel, you'll enter information, or content, into cells. Cells are the basic building blocks of a worksheet. You'll need to learn the basics of cells and cell content to calculate, analyze, and organize data in Excel.

3.1. Understanding Cells

Every worksheet is made up of thousands of rectangles, which are called cells. A cell is the intersection of a row and a column. Columns are identified by letters (A, B, C), while rows are identified by numbers (1, 2, 3).



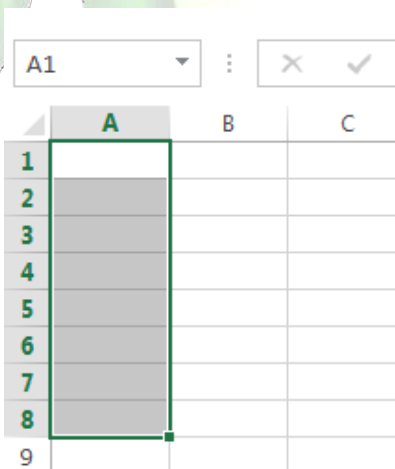
Each cell has its own name, or cell address, based on its column and row. In this example, the selected cell intersects column C and row 5, so the cell address is C5. The cell address will also appear in the Name box. Note that a cell's column and row headings are highlighted when the cell is selected.



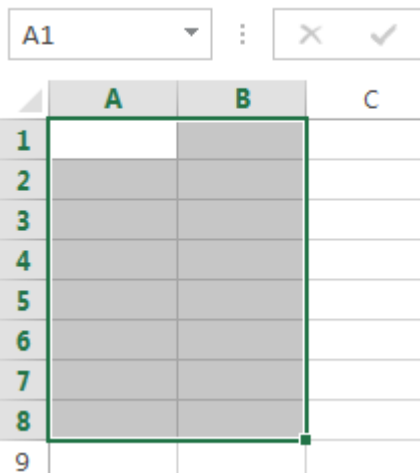
You can also select multiple cells at the same time. A group of cells is known as a cell range. Rather than a single cell address, you will refer to a cell range using the cell addresses of the first and last cells in the cell range, separated by a colon. For example, a cell range that included cells A1, A2, A3, A4, and A5 would be written as A1:A5.

In the images below, two different cell ranges are selected:

- Cell range A1:A8



- Cell range A1:B8



To select a cell range

Sometimes you may want to select a larger group of cells, or a cell range.

1. Click, hold, and drag the mouse until all of the adjoining cells you wish to select are highlighted.
2. Release the mouse to select the desired cell range. The cells will remain selected until you click another cell in the worksheet.

3.2. Cell Content

Any information you enter into a spreadsheet will be stored in a cell. Each cell can contain several different kinds of content, including text, formatting, formulas, and functions.

☐ Text

Cells can contain text, such as letters, numbers, and dates.

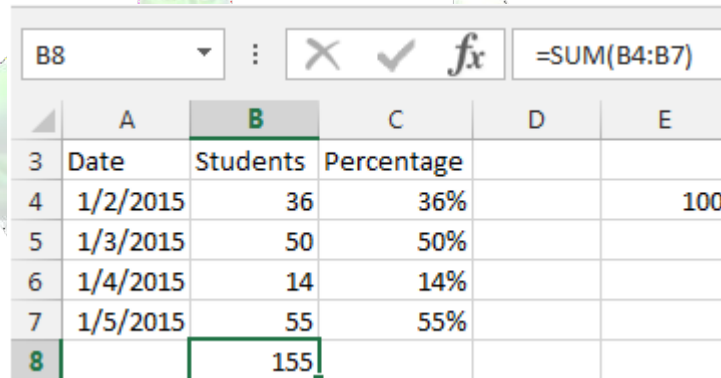
	A	B	C
1	Date	Sales	Percentage of Total
2	5/6/2013	65	0.71
3	5/7/2013	78	0.78
4	5/8/2013	112	0.86
5	5/9/2013	54	0.28
6	5/10/2013	99	0.49
7	5/11/2013	189	0.65
8	5/12/2013	120	0.57
9			

❑ Formatting Attributes

Cells can contain formatting attributes that change the way letters, numbers, and dates are displayed. For example, percentages can appear as 0.15 or 15%. You can even change a cell's background color.

❑ Formulas and Functions

Cells can contain formulas and functions that calculate cell values. In our example, SUM(B4:B7) adds the value of each cell in cell range B4:B7 and displays the total in cell B8.



The screenshot shows an Excel spreadsheet with columns A through E and rows 3 through 8. The formula bar at the top displays the formula `=SUM(B4:B7)` for cell B8. The spreadsheet data is as follows:

	A	B	C	D	E
3	Date	Students	Percentage		
4	1/2/2015	36	36%		100
5	1/3/2015	50	50%		
6	1/4/2015	14	14%		
7	1/5/2015	55	55%		
8		155			

To insert content

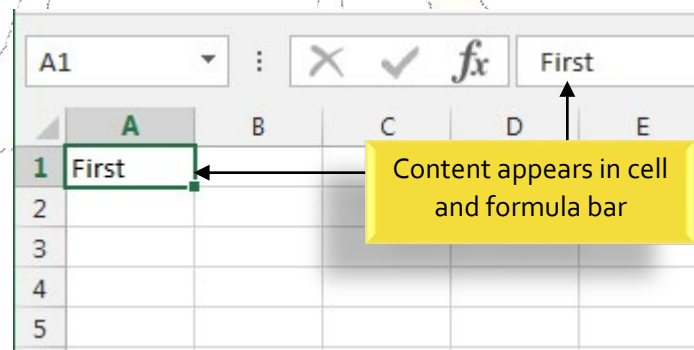
1. Click a cell to select it.



The screenshot shows a small portion of an Excel spreadsheet with columns A, B, and C, and rows 1 and 2. Cell A1 is selected, and a small crosshair cursor is visible in the center of the cell.

	A	B	C
1			
2			

2. Type content into the selected cell, then press Enter on your keyboard. The content will appear in the cell and the formula bar. You can also input and edit cell content in the formula bar.



The screenshot shows an Excel spreadsheet with columns A through E and rows 1 through 5. Cell A1 is selected and contains the text 'First'. The formula bar at the top also displays 'First'. A yellow callout box with an arrow pointing to the cell and the formula bar contains the text 'Content appears in cell and formula bar'.

	A	B	C	D	E
1	First				
2					
3					
4					
5					

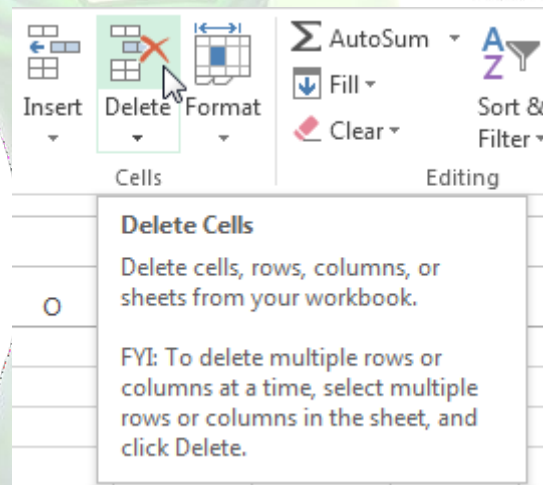
To delete cell content

1. Select the cell with content you wish to delete.
2. Press the Delete or Backspace key on your keyboard. The cell's contents will be deleted.

To delete cells

There is an important difference between deleting the content of a cell and deleting the cell itself. If you delete the entire cell, the cells below it will shift up and replace the deleted cells.

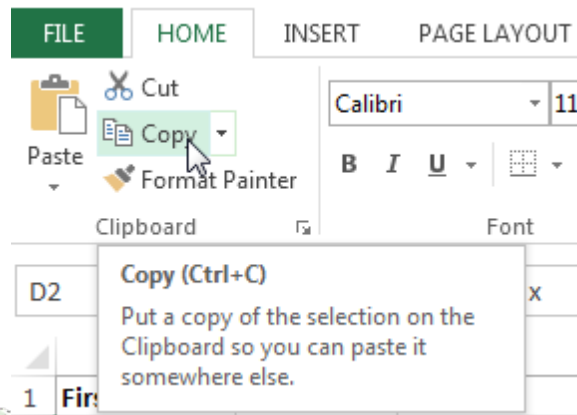
1. Select the cell(s) you wish to delete.
2. Select the Delete command from the Home tab on the Ribbon.
3. The cells below will shift up.



To copy and paste cell content

Excel allows you to copy content that is already entered into your spreadsheet and paste that content to other cells, which can save you time and effort.

1. Select the cell(s) you wish to copy.
2. Click the Copy command on the Home tab, or press Ctrl+C on your keyboard.

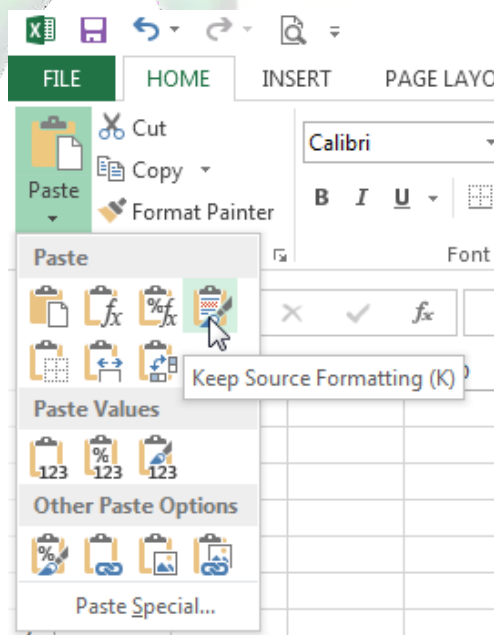


3. Select the cell(s) where you wish to paste the content. The copied cells will now have a dashed box around them.
4. Click the Paste command on the Home tab, or press Ctrl+V on your keyboard.
5. The content will be pasted into the selected cells.

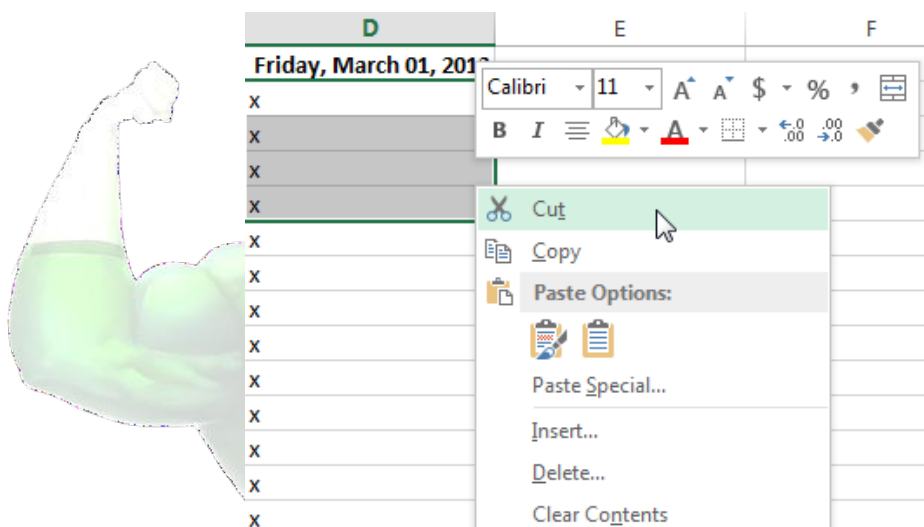
To access more paste options

You can also access additional paste options, which are especially convenient when working with cells that contain formulas or formatting.

- ☒ To access more paste options, click the drop-down arrow on the Paste command.



- ✍ **TIP:** Rather than choosing commands from the Ribbon, you can access commands quickly by right-clicking. Simply select the cell(s) you wish to format, then right-click the mouse. A drop-down menu will appear, where you'll find several commands that are also located on the Ribbon.



To drag and drop cells

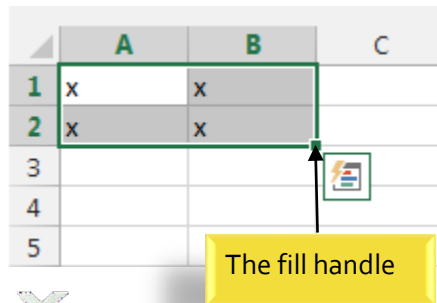
Rather than cutting, copying, and pasting, you can drag and drop cells to move their contents.

1. Select the cell(s) you wish to move.
2. Hover the mouse over the border of the selected cell(s) until the cursor changes from a white cross to a black cross with four arrows.
3. Click, hold, and drag the cells to the desired location.
4. Release the mouse, and the cells will be dropped in the selected location.

To use the fill handle

There may be times when you need to copy the content of one cell to several other cells in your worksheet. You could copy and paste the content into each cell, but this method would be very time consuming. Instead, you can use the fill handle to quickly copy and paste content to adjacent cells in the same row or column.

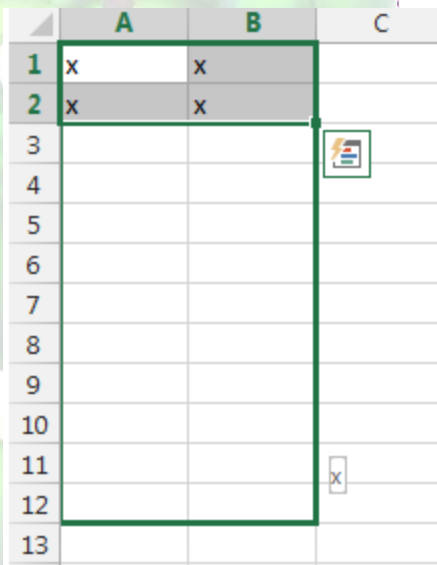
1. Select the cell(s) containing the content you wish to use. The fill handle will appear as a small square in the bottom-right corner of the selected cell(s).



	A	B	C
1	x	x	
2	x	x	
3			
4			
5			

The fill handle

- Click, hold, and drag the fill handle until all of the cells you wish to fill are selected.

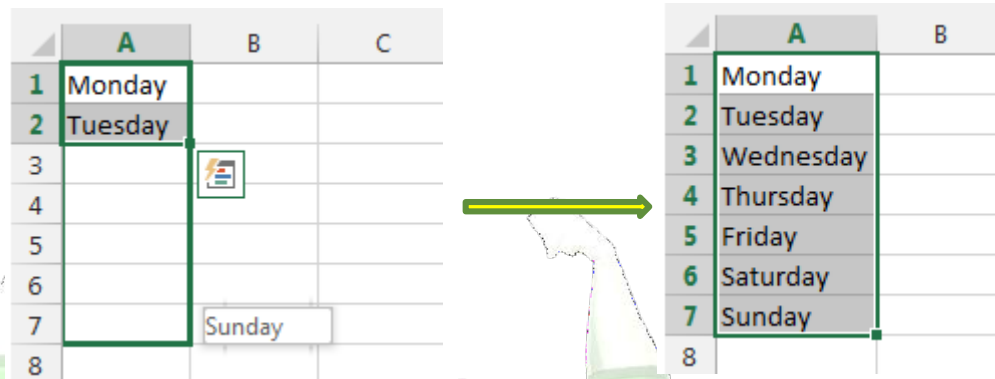


	A	B	C
1	x	x	
2	x	x	
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

- Release the mouse to fill the selected cells.

To continue a series with the fill handle

The fill handle can also be used to continue a series. Whenever the content of a row or column follows a sequential order, like numbers (1, 2, 3) or days (Monday, Tuesday, Wednesday), the fill handle can guess what should come next in the series. In many cases, you may need to select multiple cells before using the fill handle to help Excel determine the series order. In our example below, the fill handle is used to extend a series of dates in a column.



	A	B	C
1	Monday		
2	Tuesday		
3			
4			
5			
6			
7		Sunday	
8			

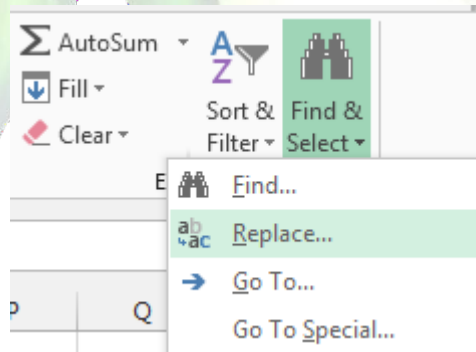
	A	B
1	Monday	
2	Tuesday	
3	Wednesday	
4	Thursday	
5	Friday	
6	Saturday	
7	Sunday	
8		

3.3. Find and Replace

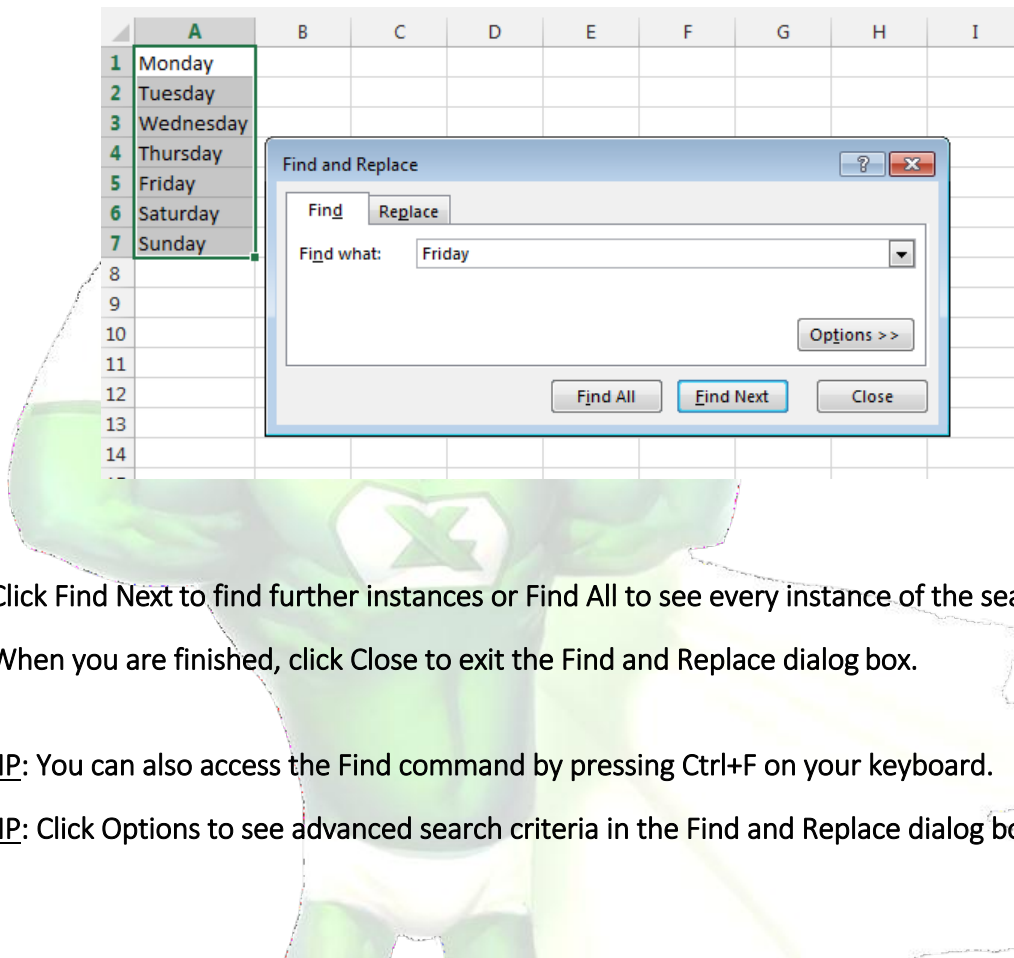
When working with a lot of data in Excel, it can be difficult and time consuming to locate specific information. You can easily search your workbook using the Find feature, which also allows you to modify content using the Replace feature.

To find content


1. From the Home tab, click the Find and Select command, then select Find... from the drop-down menu.



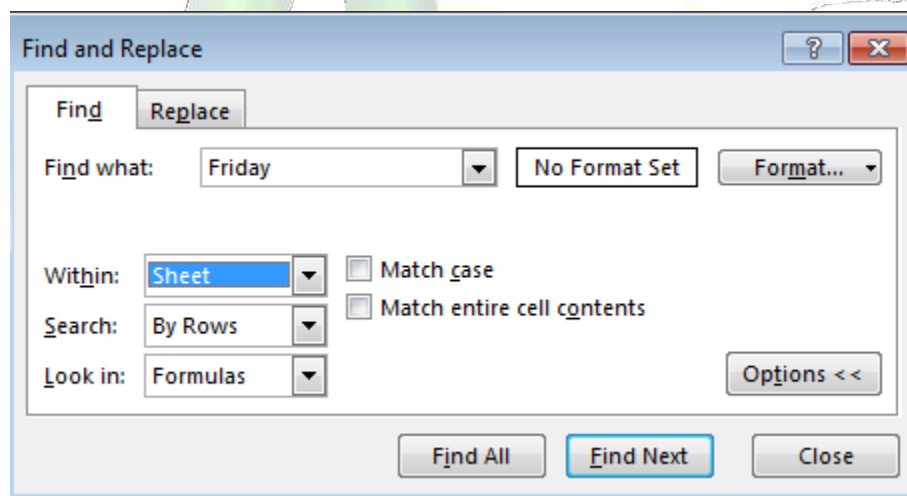
2. The Find and Replace dialog box will appear. Enter the content you wish to find.
3. Click Find Next. If the content is found, the cell containing that content will be selected.



4. Click Find Next to find further instances or Find All to see every instance of the search term.
5. When you are finished, click Close to exit the Find and Replace dialog box.

 **TIP:** You can also access the Find command by pressing Ctrl+F on your keyboard.

 **TIP:** Click Options to see advanced search criteria in the Find and Replace dialog box.



To replace cell content

At times, you may discover that you've repeatedly made a mistake throughout your workbook (such as misspelling someone's name), or that you need to exchange a particular word or phrase for another. You can use Excel's Find and Replace feature to make quick revisions.

1. From the Home tab, click the Find and Select command, then select Replace... from the drop- down menu.
2. The Find and Replace dialog box will appear. Type the text you wish to find in the Find what: field.
3. Type the text you wish to replace it with in the Replace with: field, then click Find Next.
4. If the content is found, the cell containing that content will be selected.
5. Review the text to make sure you want to replace it.
6. If you wish to replace it, select one of the replace options:
 - Replace will replace individual instances.
 - Replace All will replace every instance of the text throughout the workbook. In our example, we'll choose this option to save time.
7. A dialog box will appear, confirming the number of replacements made. Click OK to continue.
8. When you are finished, click Close to exit the Find and Replace dialog box.

Challenge!

1. Open an existing Excel 2013 workbook.
2. Select cell D3. Notice how the cell address appears in the Name box and its content appears in both the cell and the Formula bar.
3. Select a cell, and try inserting text and numbers.
4. Delete a cell, and note how the cells below shift up to fill in its place.
5. Cut cells and paste them into a different location.
6. Try dragging and dropping some cells to other parts of the worksheet.
7. Use the fill handle to fill in data to adjoining cells both vertically and horizontally.
8. Use the Find feature to locate content in your workbook.

