

In this exercise, you will find a specific value in a worksheet, replace every occurrence of a company name in a worksheet, and find a cell with a particular formatting.



**USE** the *Average Deliveries* workbook. This practice file is located in the *Documents\Microsoft Press\Excel2007SBS\Data* folder.

**OPEN** the *Average Deliveries* workbook.

1. If necessary, click the **Time Summary** sheet tab.

The Time Summary worksheet appears.

2. On the **Home** tab, in the **Editing** group, click **Find & Select**, and then click **Find**.

The Find And Replace dialog box opens with the Find tab displayed.

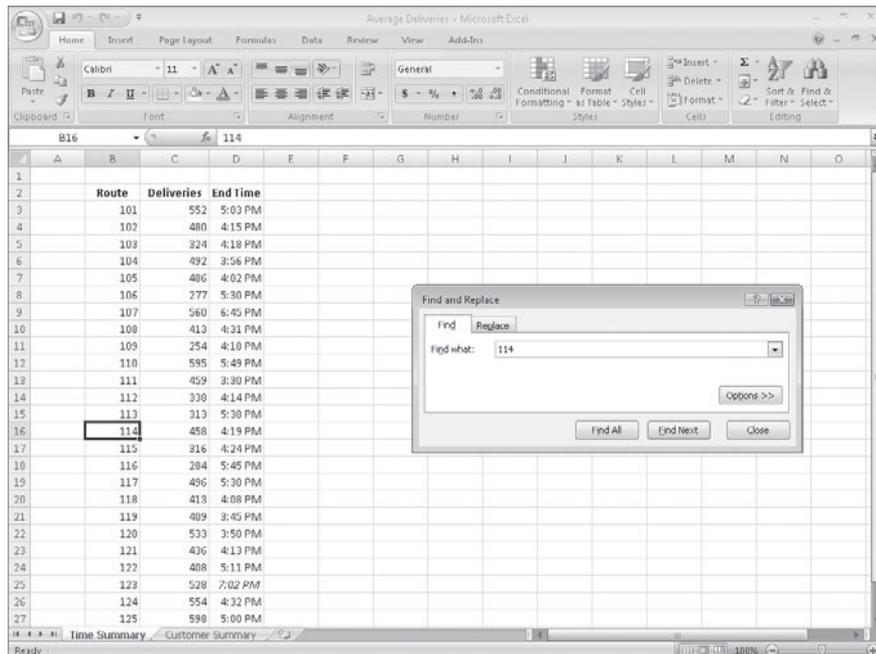
3. In the **Find what** field, type **114**.

4. Click **Find Next**.

Excel 2007 highlights cell B16, which contains the value **114**.



Find & Select



5. Delete the value in the **Find what** field, and then click the **Options** button.

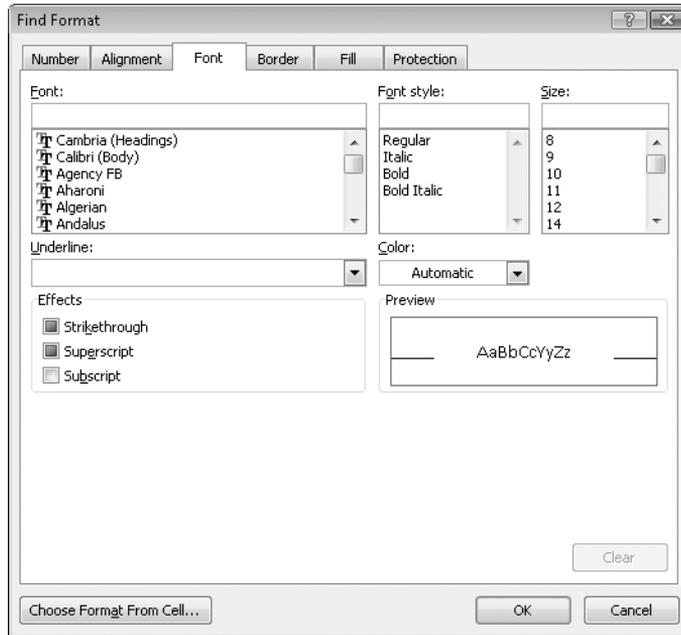
The Find And Replace dialog box expands to display additional search options.

**6.** Click **Format**.

The Find Format dialog box opens.

**7.** Click the **Font** tab.

The Font tab appears.



**8.** In the **Font style** list, click **Italic**.

**9.** Click **OK**.

The Find Format dialog box closes.

**10.** Click **Find Next**.

Excel 2007 highlights cell D25.

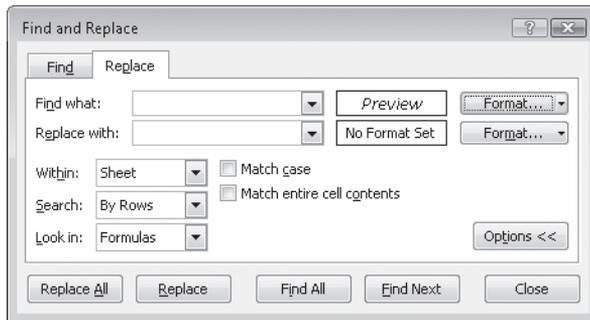
**11.** Click **Close**.

The Find And Replace dialog box closes.

**12.** On the tab bar, click the **Customer Summary** sheet tab.

The Customer Summary worksheet appears.

13. On the **Home** tab, in the **Editing** group, click **Find & Select**, and then click **Replace**. The Find And Replace dialog box opens with the Replace tab displayed.



14. Click the **Format** arrow to the right of the **Find what** field, and then in the list, click **Clear Find Format**.
- The format displayed next to the Find What field disappears.
15. In the **Find what** field, type **Contoso**.
16. In the **Replace with** field, type **Northwind Traders**.
17. Click **Replace All**.
18. Click **OK** to clear the message box that appears, indicating that Excel 2007 made three replacements.
19. Click **Close**.

The Find And Replace dialog box closes.



**CLOSE** the *Average Deliveries* workbook.

## Correcting and Expanding Upon Worksheet Data

After you enter your data, you should take the time to check and correct it. You do need to verify visually that each piece of numeric data is correct, but you can make sure that the text is spelled correctly by using the Excel 2007 spelling checker. When the spelling checker encounters a word it doesn't recognize, it highlights the word and offers suggestions representing its best guess of the correct word. You can then edit the word directly, pick the proper word from the list of suggestions, or have the spelling checker ignore the misspelling. You can also use the spelling checker to add new words to a