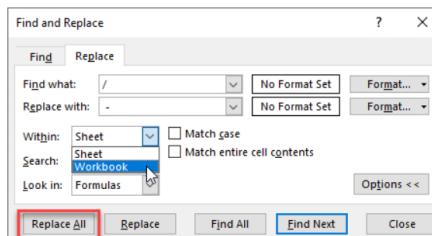


Full Name	Region	U1	U2	U3	U4
Bonita Sykes	North America - New York	\$104,450	\$148,875	\$213,221	\$193,392
Cairo Pemberton	Aisa - Manila	\$150,295	\$250,111	\$262,538	\$195,802
Charlie Devine	Africa - Tbl Bay	\$413,803	\$367,772	\$284,116	\$321,618
Diana Eason	Europe - Berlin	\$204,322	\$214,222	\$201,451	\$201,451
Florrie Greenaway	North America - Chicago	\$211,794	\$214,229	\$302,157	\$190,759
Fredric Holman	Europe - London	\$406,324	\$423,369	\$160,758	\$387,874
Hafsa Ahmad	North America - Dallas	\$364,865	\$414,777	\$250,822	\$423,552
Harley Chasse	Europe - Paris	\$224,082	\$276,694	\$201,209	\$348,053
Henri Mays	Europe - Seville	\$141,201	\$141,201	\$90,150	\$241,172
Jeanne Hartman	South America - Santiago	\$293,537	\$311,487	\$160,150	\$344,477
Jeff Woss	South America - Santiago	\$267,857	\$230,092	\$114,437	\$119,241
Jesse Goulding	Aisa - Tokyo	\$209,005	\$384,024	\$299,343	\$303,757
Katherine Handley	Aisa - Seoul	\$157,733	\$438,173	\$416,473	\$342,891
Kelsi Rich	North America - Boston	\$185,351	\$172,879	\$415,627	\$224,008
Lorelei Austin	South America - Caracas	\$100,500	\$101,612	\$120,465	\$62,537
Marcus Hart	North America - Seattle	\$170,300	\$170,300	\$110,450	\$239,350
Oliver Howell	Aisa - Cairo	\$210,062	\$403,441	\$206,099	\$442,987
Samantha Walters	North America - Atlanta	\$164,168	\$127,376	\$344,725	\$243,717
Sonnie Barnes	North America - Tampa	\$354,140	\$193,108	\$248,584	\$333,292
Talitha Cruz	Africa - Cape Town	\$428,135	\$303,683	\$446,278	\$262,490

6. Notice that the forward slashes on this sheet have not been replaced. Click on the **Sales Data** tab to return to that sheet:

7. Now Click the **Options** button in the Find and Replace dialog box, select **Workbook** from the **Within** drop-down menu, then click **Replace All**:



8. Note that the Information dialog box now reports that another 20 replacements have been made, this time on the Email Addresses sheet:

9. The next task is to remove any values of zero from the quarterly sales numbers. Switch back to the Sales Data worksheet and replace the contents of the **Find what** field with a zero ("0"). Next, select the contents of the **Replace with** field and press **Delete**. Finally, click **Replace All**:

10. Once you have clicked **OK** to acknowledge the 40 replacements, note that the cells with a value of zero been

E	Bonita Sykes	Region America - New York	\$104,650	\$194,875	\$213,221	\$193,992
2	Cairo Pemberton	Asia - Manilla	\$15,298	\$25,131	\$262,538	\$19,582
3	Chante Devlin	Africa - Tangier	\$41,383	\$367,772	\$284,116	\$321,618
4	Erica Prince	Europe - Lisbon			\$123,453	\$287,457
5	Florrie Greenaway	North America - Chicago	\$231,794	\$214,229	\$32,197	\$36,759
6	Frederic Holman	Europe - London	\$406,324	\$209,424	\$160,758	\$26,172
7	Hafsa Ahmad	North America - Dallas	\$364,883	\$414,727	\$258,822	\$423,552
8	Harley Chase	Europe - Paris	\$224,682	\$276,694	\$261,209	\$348,653
9	Henri Mays	Europe - Seville			\$123,453	\$287,457
10	Jahiem Swan	Asia - Manilla	\$233,555	\$121,487	\$15,545	\$145,471
11	Jeff Wong	South America - Santiago	\$267,857	\$242,292	\$314,437	\$119,241
12	Jesse Goulding	Asia - Tokyo	\$296	\$201,424	\$295,343	\$33,757
13	Katherine Handley	Asia - Seoul	\$157,338	\$438,173	\$416,473	\$242,891
14	Kelsi Rich	North America - Boston	\$185,351	\$177,879	\$415,677	\$224,008
15	Loreal Austin	South America - Caracas			\$101,622	\$120,465
16	Maurice Powers	North America - Seattle	\$148,716	\$64,708	\$118,717	\$295,393
17	Osan Howell	Africa - Cairo	\$1,262	\$42,641	\$42,699	\$442,987
18	Sameera Walters	North America - Atlanta	\$146,168	\$237,376	\$344,725	\$243,717
19	Sonnie Barnes	North America - Tampa	\$354,140	\$193,108	\$248,584	\$233,292
20	Talihah Cruz	Africa - Cape Town	\$438,135	\$303,683	\$446,278	\$262,490
21						
22						

11. Click the **Undo drop-down** arrow on the Quick Access toolbar and select the most recent **replace** action to restore the correct data:

12. Now click to select the **Match entire cell contents** checkbox and, once again, click **Replace All**:

13. Now only the six cells that have a zero as the entire cell contents have been replaced:

14. Click Close to close the Find and Replace dialog box, then save your workbook as Activity 3-4 Complete. Close Microsoft 365 Excel to complete this activity.

15. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Searching for and replacing data](#)

Mark as completed