

Finding Data in Google Sheets

GSP1063



- On the Rise Bakery uses Google Sheets search functions to quickly locate customers affected by delivery date changes across global locations.
- Search Techniques**
 - Ctrl+F / Cmd+F: Instant text search highlighting matching cells in customer/delivery sheets.
 - Find & Replace (Edit menu): Advanced options for case-sensitive, whole words, regex patterns.
- Formula Functions**
 - SEARCH/FIND: Locate substrings within concatenated customer data (name + email + city).
 - FILTER/QUERY: Dynamic filtering `=QUERY(A:E,"SELECT * WHERE B CONTAINS "&G1&"")` for search box.
- Practical Workflow**
 - Search delivery date column → Filter affected customers → Copy to email template → Send bulk notifications.
 - Essential for multi-location ops - instant visibility into delivery issues without complex pivots.



Use Functions, Formulas, and Charts

https://partner.skills.google/course_templates/776/labs/597922

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Finding Data in Google Sheets

Task 1. Manipulate data

In this task, you use the SPLIT and TRANSPOSE functions to help On the Rise Bakery update its spreadsheet so it's easily understood.

Use the SPLIT function

- To use the spreadsheet for this lab, go to [Google Drive](#), and then double-click to open the **On the Rise Bakery Bulk Orders** file that has been created for you.
- In cell B1 of the **Bulk Orders** sheet, paste or type `=SPLIT(A1, ",")`

The **Bulk Orders** sheet contains orders from customers as comma-separated values. Using the SPLIT function divides text around a specified character or string and puts each fragment into a separate cell in the row.

- To apply formula to the rest of the column, select cell B1, and then double-click the small blue box in the lower-right corner of the cell.

Alternatively, you can click the small blue box in the cell, and then drag your cursor down.

Dashboard Catalog Paths

Lab setup instructions and requirements

End Lab 01:26:41 Time limit

Caution: When you are in the console, do not deviate from the lab instructions. Doing so may cause your account to be blocked. [Learn more.](#)

Open Google Drive

User Email: student-03-91c7a09a0bec

Password: UNlEZFlnh3qB

0/100 Lab instructions and tasks

GSP1063 Overview Setup and requirements Task 1. Manipulate data Task 2. Find and replace data Task 3. Retrieve data using VLOOKUP and QUERY Task 4. Use VLOOKUP with IF and ISERROR Congratulations!

Previous Next

Home - Google Drive

On the Rise Bakery Bulk Orders - Google Sheets

https://drive.google.com/drive/home

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Starred

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Storage

4 KB used

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On the Rise Bakery Bulk Orders

View more

Details Activity Approvals

On the Rise Bakery Bulk Orders

Couldn't load details. Try again.

Upcoming Earnings

Search

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Home - Google Drive

On the Rise Bakery Bulk Orders

https://docs.google.com/spreadsheets/d/1dN0Fo2Sh561gpKRWP1gpFKUOnnD25FUTewVA5Cxxa6w/edit?gid=0#gid=0

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On the Rise Bakery Bulk Orders

File Edit View Insert Format Data Tools Extensions Help Gemini

B1 =SPLIT(A1, ",")

| | A | B | C | D | E | F | G | H |
|----|---------------------------------------------------------------------------------------------------------------------|-----------------|---|---|---|---|---|---|
| 1 | Order Number,Order Date,Order Description,Total,Expected Delivery,Name,Email Address | =SPLIT(A1, ",") | | | | | | |
| 2 | DCU-914-524,Aug-1,Plain Bagel & Bagel with Egg and Cheese,230.29,Nov-6,Jill Mendez,Jill.Mendez@mail.com | | | | | | | |
| 3 | DBW-643-739,Aug-1,Plain Bagel,269.88,Nov-6,Black Gerald,Black.Gerald@mail.com | | | | | | | |
| 4 | YJL-346-605,Aug-1,Muffin & Donuts & Donut holes,806.4,Nov-6,Patel Karina,Patel.Karina@mail.com | | | | | | | |
| 5 | FGT-147-720,Aug-1,Plain Bagel,701.93,Nov-6,Moore Juan,Moore.Juan@mail.com | | | | | | | |
| 6 | FZU-469-319,Aug-2,Plain Bagel & Bagel with Egg and Cheese,252.41,Nov-7,William Hart,William.Hart@mail.com | | | | | | | |
| 7 | WZQ-249-722,Aug-2,Plain Bagel & Bagel with Egg and Cheese,227.86,Nov-7,Hudson Melanie,Hudson.Melanie@mail.com | | | | | | | |
| 8 | OLA-660-941,Aug-3,Donuts & Donut holes,973.57,Nov-8,Eduardo Trevino,Eduardo.Trevino@mail.com | | | | | | | |
| 9 | LCV-328-123,Aug-3,Bagel with Egg and Cheese & Donuts,516.02,Nov-8,Herring Meghan,Herring.Meghan@mail.com | | | | | | | |
| 10 | BBF-900-773,Aug-3,Plain Bagel,267.01,Nov-8,Joshua Yu,Joshua.Yu@mail.com | | | | | | | |
| 11 | SWQ-332-264,Aug-4,Bagel with Egg and Cheese & Donuts,748.82,Nov-9,Rebecca Harper,Rebecca.Harper@mail.com | | | | | | | |
| 12 | HQW-927-907,Aug-5,Donuts & Donut holes & Muffin,909.07,Nov-10,Alex Nguyen,Alex.Nguyen@mail.com | | | | | | | |
| 13 | MGP-449-559,Aug-5,Plain Bagel & Bagel with Egg and Cheese,515.48,Nov-10,Clements Melissa,Clements.Melissa@mail.com | | | | | | | |
| 14 | TCM-377-829,Aug-6,Donuts & Donut holes,844.45,Nov-11,Keith Baxter,Keith.Baxter@mail.com | | | | | | | |
| 15 | BZE-860-719,Aug-6,Donuts & Donut holes,189.48,Nov-11,Pierre Thelus,Pierre.Thelus@mail.com | | | | | | | |
| 16 | YVE-153-734,Aug-6,Plain Bagel & Bagel with Egg and Cheese & Muffin,533.21,Nov-11,Xavier Black,Xavier.Black@mail.com | | | | | | | |
| 17 | EWS-629-853,Aug-7,Plain Bagel,200.61,Nov-12,Sharon Kaiser,Sharon.Kaiser@mail.com | | | | | | | |
| 18 | IXI-788-502,Aug-7,Plain Bagel,922.12,Nov-12,Samantha Day,Samantha.Day@mail.com | | | | | | | |
| 19 | EGN-168-209,Aug-7,Muffin,223.92,Nov-12,Richard Mcneil,Richard.Mcneil@mail.com | | | | | | | |
| 20 | RUK-486-798,Aug-7,Bagel with Egg and Cheese,984.85,Nov-12,Adrian Melton,Adrian.Melton@mail.com | | | | | | | |
| 21 | RLV-420-233,Aug-7,Plain Bagel,638.22,Nov-12,Evans Mercedes,Evans.Mercedes@mail.com | | | | | | | |

+ Bulk Orders New Order

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Search

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| C6 | On the Rise Bakery Bulk Orders | | | | | | | | | | | | |
|----|-----------------------------------------------------------|--------------|------------|-------------------|-------|------------------------|---------------|---------------|---|---|---|--------|------------------------|
| 1 | Delivery,Name,Email Address | | B | C | D | E | F | G | H | I | J | K | L |
| 2 | 230.29,Nov-6,Jill Mendez,Jill.Mendez@mail.com | Order Number | Order Date | Order Description | Total | Expected Delivery Date | Delivery Name | Email Address | | | | | |
| 3 | ack.Gerald@mail.com | | | | | | | | | | | | |
| 4 | ,Patel Karina,Patel.Karina@mail.com | | | | | | | | | | | | |
| 5 | re.Juan@mail.com | | | | | | | | | | | | |
| 6 | 252.41,Nov-7,William Hart,William.Hart@mail.com | | | | | | | | | | | | |
| 7 | 227.86,Nov-7,Hudson Melanie,Hudson.Melanie@mail.com | | | | | | | | | | | | |
| 8 | do Trevino,Eduardo.Trevino@mail.com | | | | | | | | | | | | |
| 9 | 02,Nov-8,Herring Meghan,Herring.Meghan@mail.com | | | | | | | | | | | | |
| 10 | a.Yu@mail.com | | | | | | | | | | | | |
| 11 | .82,Nov-9,Rebecca Harper,Rebecca.Harper@mail.com | | | | | | | | | | | | |
| 12 | v-10,Alex Nguyen,Alex.Nguyen@mail.com | | | | | | | | | | | | |
| 13 | 515.48,Nov-10,Clements Melissa,Clements.Melissa@mail.com | | | | | | | | | | | | |
| 14 | Baxter,Keith.Baxter@mail.com | | | | | | | | | | | | |
| 15 | e Thelus,Pierre.Thelus@mail.com | | | | | | | | | | | | |
| 16 | & Muffin,533.21,Nov-11,Xavier Black,Xavier.Black@mail.com | | | | | | | | | | | | |
| 17 | Sharon.Kaiser@mail.com | | | | | | | | | | | | |
| 18 | samantha.Day@mail.com | | | | | | | | | | | | |
| 19 | ard.Mcneil@mail.com | | | | | | | | | | | | |
| 20 | t,Adrian Melton,Adrian.Melton@mail.com | | | | | | | | | | | | |
| 21 | s,Evans.Mercedes@mail.com | | | | | | | | | | | | |
| + | Bulk Orders | New Order | | | | | | | | | | | |
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Use Functions, Formulas, and Charts in Google Sheets

https://partner.skills.google/course_templates/776/labs/597922

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Use Functions, Formulas, and Charts in Google Sheets > Finding Data in Google Sheets

Contents

Finding Data in Google Sheets

Dashboard

Catalog

Paths

Lab setup instructions and requirements

End Lab 01:23:54 Time limit

Caution: When you are in the console, do not deviate from the lab instructions. Doing so may cause your account to be blocked. Learn more.

Open Google Drive

User Email: student-03-91c7a09a0bec

Password: UNlEZFlnh3qB

2. In cell B1 of the **Bulk Orders** sheet, paste or type `=SPLIT(A1, ",")`

The **Bulk Orders** sheet contains orders from customers as comma-separated values. Using the *SPLIT* function divides text around a specified character or string and puts each fragment into a separate cell in the row.

3. To apply formula to the rest of the column, select cell B1, and then double-click the small blue box in the lower-right corner of the cell.

Alternatively, you can click the small blue box in the cell, and then drag your cursor down.

4. Right-click the column A label, and then click **Hide column**.

You can also split clearly defined data, like text separated by commas, into several columns without using the *SPLIT* function. At the top, click **Data > Split text to columns**.

5. To adjust the size of the column, hold your pointer over the dividing line between the column D label and column E label until a blue line appears, and then double-click.

You can resize a column or row to ensure the full text is visible.

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Lab instructions and tasks

GSP1063

Overview

Setup and requirements

Task 1. Manipulate data

Task 2. Find and replace data

Task 3. Retrieve data using VLOOKUP and QUERY

Task 4. Use VLOOKUP with IF and ISERROR

Congratulations!

Previous Next



Home - Google Drive

On the Rise Bakery Bulk Orders

https://docs.google.com/spreadsheets/d/1dN0Fo2Sh561gpKRWP1gpFKUOnnD25FUTewVA5Cxxa6w/edit?gid=0#gid=0

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On the Rise Bakery Bulk Orders

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Cut (Ctrl+X), Copy (Ctrl+C), Paste (Ctrl+V), Paste special, Insert 1 column left, Insert 1 column right, Delete column, Clear column, Hide column, Resize column, Create a filter, Sort sheet A to Z, Sort sheet Z to A, Conditional formatting, Data validation, Conditional notifications (New), Column stats, Share, Gemini, Summarize this data.

| | C | D | E | F | G | H | I |
|-----|----------------------------------------|------------|--------------------------------------------------|--------|------------------------|-------------------|---------------------------|
| A:A | Order Number | Order Date | Order Description | Total | Expected Delivery Date | Delivery Name | Email Address |
| 1 | Delivery,Name,Email Address | | | | | | |
| 2 | 230.29,Nov-6,Jill Mendez | Aug-1 | Plain Bagel & Bagel with Egg and Cheese | 230.29 | Nov-6 | Jill Mendez | Jill.Mendez@mail.com |
| 3 | Black.Gerald@mail.com | Aug-1 | Plain Bagel | 269.88 | Nov-6 | Black Gerald | Black.Gerald@mail.com |
| 4 | ,Patel Karina,Patel.Karina | Aug-1 | Muffin & Donuts & Donut holes | 806.4 | Nov-6 | Patel Karina | Patel.Karina@mail.com |
| 5 | re.Juan@mail.com | Aug-1 | Plain Bagel | 701.93 | Nov-6 | Moore Juan | Moore.Juan@mail.com |
| 6 | 252.41,Nov-7,William Hart | Aug-2 | Plain Bagel & Bagel with Egg and Cheese | 252.41 | Nov-7 | William Hart | William.Hart@mail.com |
| 7 | 227.86,Nov-7,Hudson Melanie | Aug-2 | Plain Bagel & Bagel with Egg and Cheese | 227.86 | Nov-7 | Hudson Melanie | Hudson.Melanie@mail.com |
| 8 | do Trevino,Eduardo.Trevino | Aug-3 | Donuts & Donut holes | 973.57 | Nov-8 | Eduardo Trevino | Eduardo.Trevino@mail.com |
| 9 | 02,Nov-8,Herring Meghan | Aug-3 | Bagel with Egg and Cheese & Donuts | 516.02 | Nov-8 | Herring Meghan | Herring.Meghan@mail.com |
| 10 | a.Yu@mail.com | Aug-3 | Plain Bagel | 267.01 | Nov-8 | Joshua Yu | Joshua.Yu@mail.com |
| 11 | .82,Nov-9,Rebecca Harper | Aug-4 | Bagel with Egg and Cheese & Donuts | 748.82 | Nov-9 | Rebecca Harper | Rebecca.Harper@mail.com |
| 12 | v-10,Alex Nguyen,Alex.Nguyen | Aug-5 | Donuts & Donut holes & Muffin | 909.07 | Nov-10 | Alex Nguyen | Alex.Nguyen@mail.com |
| 13 | 515.48,Nov-10,Clementine | Aug-5 | Plain Bagel & Bagel with Egg and Cheese | 515.48 | Nov-10 | Clementine Meliss | Clements.Melissa@mail.com |
| 14 | Baxter,Keith.Baxter@mail.com | Aug-6 | Donuts & Donut holes | 844.45 | Nov-11 | Keith Baxter | Keith.Baxter@mail.com |
| 15 | e Thelus,Pierre.Thelus@mail.com | Aug-6 | Donuts & Donut holes | 189.48 | Nov-11 | Pierre Thelus | Pierre.Thelus@mail.com |
| 16 | & Muffin,533.21,Nov-11, | Aug-6 | Plain Bagel & Bagel with Egg and Cheese & Muffin | 533.21 | Nov-11 | Xavier Black | Xavier.Black@mail.com |
| 17 | Sharon.Kaiser@mail.com | Aug-7 | Plain Bagel | 200.61 | Nov-12 | Sharon Kaiser | Sharon.Kaiser@mail.com |
| 18 | samantha.Day@mail.com | Aug-7 | Plain Bagel | 922.12 | Nov-12 | Samantha Day | Samantha.Day@mail.com |
| 19 | ard.Mcneil@mail.com | Aug-7 | Muffin | 223.92 | Nov-12 | Richard Mcneil | Richard.Mcneil@mail.com |
| 20 | l,Adrian Melton,Adrian.Melton@mail.com | Aug-7 | Bagel with Egg and Cheese | 984.85 | Nov-12 | Adrian Melton | Adrian.Melton@mail.com |
| 21 | s,Evans.Mercedes@mail.com | Aug-7 | Plain Bagel | 638.22 | Nov-12 | Evans Mercedes | Evans.Mercedes@mail.com |

Count: 100

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On the Rise Bakery Bulk Orders

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S!

Search, Print, Copy, Email Address, Default, Font Size, Bold, Italic, Underline, Alignment, Cell Style, Column Width, Row Height, Filter, Insert, Delete, Summarize this data

H:H | Email Address | Summarize this data

| | B | C | D | E | F | G | H | I | J | K | L | M | N |
|----|--------------|------------|--------------------------------------------------|--------|------------------------|------------------|---------------------------|---|---|---|---|---|---|
| 1 | Order Number | Order Date | Order Description | Total | Expected Delivery Date | Name | Email | | | | | | |
| 2 | DCU-914-524 | Aug-1 | Plain Bagel & Bagel with Egg and Cheese | 230.29 | Nov-6 | Jill Mendez | Jill.Mendez@mail.com | | | | | | |
| 3 | DBW-643-739 | Aug-1 | Plain Bagel | 269.88 | Nov-6 | Black Gerald | Black.Gerald@mail.com | | | | | | |
| 4 | YJL-346-605 | Aug-1 | Muffin & Donuts & Donut holes | 806.4 | Nov-6 | Patel Karina | Patel.Karina@mail.com | | | | | | |
| 5 | FGT-147-720 | Aug-1 | Plain Bagel | 701.93 | Nov-6 | Moore Juan | Moore.Juan@mail.com | | | | | | |
| 6 | FZU-469-319 | Aug-2 | Plain Bagel & Bagel with Egg and Cheese | 252.41 | Nov-7 | William Hart | William.Hart@mail.com | | | | | | |
| 7 | WZQ-249-722 | Aug-2 | Plain Bagel & Bagel with Egg and Cheese | 227.86 | Nov-7 | Hudson Melanie | Hudson.Melanie@mail.com | | | | | | |
| 8 | OLA-660-941 | Aug-3 | Donuts & Donut holes | 973.57 | Nov-8 | Eduardo Trevino | Eduardo.Trevino@mail.com | | | | | | |
| 9 | LCV-328-123 | Aug-3 | Bagel with Egg and Cheese & Donuts | 516.02 | Nov-8 | Herring Meghan | Herring.Meghan@mail.com | | | | | | |
| 10 | BBF-900-773 | Aug-3 | Plain Bagel | 267.01 | Nov-8 | Joshua Yu | Joshua.Yu@mail.com | | | | | | |
| 11 | SWQ-332-264 | Aug-4 | Bagel with Egg and Cheese & Donuts | 748.82 | Nov-9 | Rebecca Harper | Rebecca.Harper@mail.com | | | | | | |
| 12 | HQW-927-907 | Aug-5 | Donuts & Donut holes & Muffin | 909.07 | Nov-10 | Alex Nguyen | Alex.Nguyen@mail.com | | | | | | |
| 13 | MGP-449-559 | Aug-5 | Plain Bagel & Bagel with Egg and Cheese | 515.48 | Nov-10 | Clements Melissa | Clements.Melissa@mail.com | | | | | | |
| 14 | TCM-377-829 | Aug-6 | Donuts & Donut holes | 844.45 | Nov-11 | Keith Baxter | Keith.Baxter@mail.com | | | | | | |
| 15 | BZE-860-719 | Aug-6 | Donuts & Donut holes | 189.48 | Nov-11 | Pierre Thelus | Pierre.Thelus@mail.com | | | | | | |
| 16 | YVE-153-734 | Aug-6 | Plain Bagel & Bagel with Egg and Cheese & Muffin | 533.21 | Nov-11 | Xavier Black | Xavier.Black@mail.com | | | | | | |
| 17 | EWS-629-853 | Aug-7 | Plain Bagel | 200.61 | Nov-12 | Sharon Kaiser | Sharon.Kaiser@mail.com | | | | | | |
| 18 | IXI-788-502 | Aug-7 | Plain Bagel | 922.12 | Nov-12 | Samantha Day | Samantha.Day@mail.com | | | | | | |
| 19 | EGN-168-209 | Aug-7 | Muffin | 223.92 | Nov-12 | Richard Mcneil | Richard.Mcneil@mail.com | | | | | | |
| 20 | RUK-486-798 | Aug-7 | Bagel with Egg and Cheese | 984.85 | Nov-12 | Adrian Melton | Adrian.Melton@mail.com | | | | | | |
| 21 | RLV-420-233 | Aug-7 | Plain Bagel | 638.22 | Nov-12 | Evans Mercedes | Evans.Mercedes@mail.com | | | | | | |
| 22 | NDA-842-665 | Aug-8 | Bagel with Egg and Cheese & Donuts | 634.4 | Nov-13 | Victor Melendez | Victor.Melendez@mail.com | | | | | | |
| 23 | ZWT-275-747 | Aug-8 | Plain Bagel | 470.26 | Nov-13 | Hodges Aaron | Hodges.Aaron@mail.com | | | | | | |
| 24 | IDE-700-040 | Aug-8 | Plain Bagel | 600.00 | Nov-13 | John Doe | John.Doe@mail.com | | | | | | |

+ Bulk Orders New Order Count: 700



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Search



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Home - Google Drive

On the Rise Bakery Bulk Orders

https://docs.google.com/spreadsheets/d/1dN0Fo2Sh561gpKRWP1gpFKUOnnD25FUTewVA5Cxxa6w/edit?gid=0#gid=0

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On the Rise Bakery Bulk Orders

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Analyze data New

A:A Order Number,Order Date

Order Number,Order Date,Order Description,Total

| | Address | Order Number | Order Date | Order Description | Total |
|----|-------------------------|-----------------------------------------|--------------------------------------------------|-----------------------------------------|-------|
| 1 | ez,Jill.Mendez@mail.com | DCU-914-524 | Aug-1 | Plain Bagel & Bagel with Egg and Cheese | |
| 2 | DBW-643-739 | Plain Bagel | | | |
| 3 | YJL-346-605 | Aug-1 | Muffin & Donuts & Donut holes | | |
| 4 | FGT-147-720 | Plain Bagel | | | |
| 5 | FZU-469-319 | Aug-2 | Plain Bagel & Bagel with Egg and Cheese | | |
| 6 | WZQ-249-722 | Plain Bagel & Bagel with Egg and Cheese | | | |
| 7 | OLA-660-941 | Aug-3 | Donuts & Donut holes | | |
| 8 | LCV-328-123 | Bagel with Egg and Cheese & Donuts | | | |
| 9 | BBF-900-773 | Plain Bagel | | | |
| 10 | SWQ-332-264 | Aug-4 | Bagel with Egg and Cheese & Donuts | | |
| 11 | HQW-927-907 | Aug-5 | Donuts & Donut holes & Muffin | | |
| 12 | MGP-449-559 | Plain Bagel & Bagel with Egg and Cheese | | | |
| 13 | TCM-377-829 | Aug-6 | Donuts & Donut holes | | |
| 14 | BZE-860-719 | Plain Bagel & Bagel with Egg and Cheese | | | |
| 15 | YVE-153-734 | Aug-6 | Plain Bagel & Bagel with Egg and Cheese & Muffin | | |
| 16 | EWS-629-853 | Plain Bagel | | | |
| 17 | IXI-788-502 | Aug-7 | Plain Bagel | | |
| 18 | EGN-168-209 | Aug-7 | Muffin | | |
| 19 | RUK-486-798 | Aug-7 | Plain Bagel | | |
| 20 | RLV-420-233 | Plain Bagel | | | |

Count: 100

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Search

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| D8 | 973.57 | | | | | |
|--------------|------------|--------------------------------------------------|--------|-------------------|------------------|---------------------------|
| Order Number | Order Date | Order Description | Total | Expected Delivery | Name | Email Address |
| DCU-914-524 | Aug-1 | Plain Bagel & Bagel with Egg and Cheese | 230.29 | Nov-6 | Jill Mendez | Jill.Mendez@mail.com |
| DBW-643-739 | Aug-1 | Plain Bagel | 269.88 | Nov-6 | Black Gerald | Black.Gerald@mail.com |
| YJL-346-605 | Aug-1 | Muffin & Donuts & Donut holes | 806.4 | Nov-6 | Patel Karina | Patel.Karina@mail.com |
| FGT-147-720 | Aug-1 | Plain Bagel | 701.93 | Nov-6 | Moore Juan | Moore.Juan@mail.com |
| FZU-469-319 | Aug-2 | Plain Bagel & Bagel with Egg and Cheese | 252.41 | Nov-7 | William Hart | William.Hart@mail.com |
| WZQ-249-722 | Aug-2 | Plain Bagel & Bagel with Egg and Cheese | 227.86 | Nov-7 | Hudson Melanie | Hudson.Melanie@mail.com |
| OLA-660-941 | Aug-3 | Donuts & Donut holes | 973.57 | Nov-8 | Eduardo Trevino | Eduardo.Trevino@mail.com |
| LCV-328-123 | Aug-3 | Bagel with Egg and Cheese & Donuts | 516.02 | Nov-8 | Herring Meghan | Herring.Meghan@mail.com |
| BBF-900-773 | Aug-3 | Plain Bagel | 267.01 | Nov-8 | Joshua Yu | Joshua.Yu@mail.com |
| SWQ-332-264 | Aug-4 | Bagel with Egg and Cheese & Donuts | 748.82 | Nov-9 | Rebecca Harper | Rebecca.Harper@mail.com |
| HQW-927-907 | Aug-5 | Donuts & Donut holes & Muffin | 909.07 | Nov-10 | Alex Nguyen | Alex.Nguyen@mail.com |
| MGP-449-559 | Aug-5 | Plain Bagel & Bagel with Egg and Cheese | 515.48 | Nov-10 | Clements Melissa | Clements.Melissa@mail.com |
| TCM-377-829 | Aug-6 | Donuts & Donut holes | 844.45 | Nov-11 | Keith Baxter | Keith.Baxter@mail.com |
| BZE-860-719 | Aug-6 | Donuts & Donut holes | 189.48 | Nov-11 | Pierre Thelus | Pierre.Thelus@mail.com |
| YVE-153-734 | Aug-6 | Plain Bagel & Bagel with Egg and Cheese & Muffin | 533.21 | Nov-11 | Xavier Black | Xavier.Black@mail.com |
| EWS-629-853 | Aug-7 | Plain Bagel | 200.61 | Nov-12 | Sharon Kaiser | Sharon.Kaiser@mail.com |
| IXI-788-502 | Aug-7 | Plain Bagel | 922.12 | Nov-12 | Samantha Day | Samantha.Day@mail.com |
| EGN-168-209 | Aug-7 | Muffin | 223.92 | Nov-12 | Richard Mcneil | Richard.Mcneil@mail.com |
| RUK-486-798 | Aug-7 | Bagel with Egg and Cheese | 984.85 | Nov-12 | Adrian Melton | Adrian.Melton@mail.com |
| RLV-420-233 | Aug-7 | Plain Bagel | 638.22 | Nov-12 | Evans Mercedes | Evans.Mercedes@mail.com |

Use Functions, Formulas, and Charts in Google Sheets

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Google Cloud Partner

Use Functions, Formulas, and Charts in Google Sheets > Finding Data in Google Sheets

Contents

Finding Data in Google Sheets

Dashboard

Catalog

Paths

Lab setup instructions and requirements

End Lab 01:21:11 Time limit

Caution: When you are in the console, do not deviate from the lab instructions. Doing so may cause your account to be blocked. Learn more.

Open Google Drive

User Email: student-03-91c7a09a0bec (copy)

Password: UNlEZFlnh3qB (copy)

10/100 Lab instructions and tasks

GSP1063 Overview Setup and requirements Task 1. Manipulate data Task 2. Find and replace data Task 3. Retrieve data using VLOOKUP and QUERY Task 4. Use VLOOKUP with IF and ISERROR Congratulations!

Use the TRANSPOSE function

- At the bottom of the spreadsheet, click the sheet labeled **New Order** to view the record for a single customer.

Notice that the data is arranged in a column, rather than a row.
- In cell A8, paste or type **=TRANSPOSE(A1:A7)**

The TRANSPOSE function reorganizes data so the positions of rows and columns are swapped.
- Copy cells A8:G8.
- Return to the **Bulk Orders** sheet, click on cell B101, and then paste the data.

After you paste the data, a clipboard (copy) should appear.
- Click the dropdown next to the clipboard, and select **Paste values only**.

Paste values only pastes the data shown in the cells, not the underlying functions, or cell references.

Click *Check my progress* to verify the objective.

< Previous Next >

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On the Rise Bakery Bulk Orders

<https://docs.google.com/spreadsheets/d/1dN0Fo2Sh561gpKRWP1gpFKUOnnD25FUTewVA5Cxxa6w/edit?gid=1984750822#gid=1984750822>

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On the Rise Bakery Bulk Orders

File Edit View Insert Format Data Tools Extensions Help Gemini

A8 =TRANSPOSE(A1:A7)

| | | | | | | | | | | | | | | |
|----|---------------------------|----------|-------|---|---|---|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
| 1 | DSD-241-5S5 | | | | | | | | | | | | | |
| 2 | | 12/22/22 | | | | | | | | | | | | |
| 3 | Bagel with Egg and Cheese | | | | | | | | | | | | | |
| 4 | | 112.04 | | | | | | | | | | | | |
| 5 | | | 44809 | | | | | | | | | | | |
| 6 | George Mensah | | | | | | | | | | | | | |
| 7 | George.Mensah@mail.com | | | | | | | | | | | | | |
| 8 | =TRANSPOSE(A1:A7) | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | |
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+ Bulk Orders New Order

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| A | B | | C | | | D | | E | | F | | G | | H | | I | | J | | K | | L | | M | |
|----|---------------------------|----------|----------------|--------|-------|---------------|------------------------|---|--|---|--|---|--|---|--|---|--|---|--|---|--|---|--|---|--|
| 1 | DSD-241-5S5 | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | 12/22/22 | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Bagel with Egg and Cheese | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | | 112.04 | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | | 44809 | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | George Mensah | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | George.Mensah@mail.com | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | DSD-241-5S5 | 12/22/22 | Bagel with Egg | 112.04 | 44809 | George Mensah | George.Mensah@mail.com | | | | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | | | | | | | | | | | |
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| On the Rise Bakery Bulk Orders | | | | | | | |
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| Search | Print | Find | Print | 100% | \$ % .0 .00 | 123 | Arial |
| B101:H101 | DSD-241-5S5 | | | | | | Summarize this data |
| A | B | C | D | E | F | G | H |
| 91 04-300 | Aug-29 | Plain Bagel | 320.10 | Dec-4 | Savanna Mejia | Savanna.Mejia@mail.com | |
| 92 3-997 | Aug-29 | Donut holes | 581.41 | Dec-4 | Darryl Mercer | Darryl.Mercer@mail.com | |
| 93 8-628 | Aug-29 | Donuts & Donut holes | 636.81 | Dec-4 | Jackson Kaitlyn | Jackson.Kaitlyn@mail.com | |
| 94 3-246 | Aug-29 | Donuts & Donut holes | 354.8 | Dec-4 | Maynard Stacey | Maynard.Stacey@mail.com | |
| 95 8-311 | Aug-30 | Donuts & Donut holes | 637.92 | Dec-4 | Roy Hawkins | Roy.Hawkins@mail.com | |
| 96 4-276 | Aug-30 | Donut holes | 726.75 | Dec-5 | Baker Edgar | Baker.Edgar@mail.com | |
| 97 4-480 | Aug-30 | Donuts & Donut holes | 677.88 | Dec-5 | Jacob Spears | Jacob.Spears@mail.com | |
| 98 6-334 | Aug-31 | Plain Bagel & Bagel with Egg and Cheese | 600.11 | Dec-5 | Beard Eddie | Beard.Eddie@mail.com | |
| 99 4-410 | Aug-31 | Plain Bagel & Donuts & Donut holes | 543.63 | Dec-5 | Jackson Justin | Jackson.Justin@mail.com | |
| 100 1-505 | Aug-31 | Donuts & Donut holes | 115.04 | Dec-5 | Sierra Hatfield | Sierra.Hatfield@mail.com | |
| 101 | DSD-241-5S5 | 12/22/22 Bagel with Egg | 112.04 | 44809 | George Mensah | George.Mensah@mail.com | |
| 102 | | | | | | | |
| 103 | | | | | | | |
| 104 | | | | | | | |
| 105 | | | | | | | |
| 106 | | | | | | | |
| 107 | | | | | | | |
| 108 | | | | | | | |
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| 112 | | | | | | | |
| 113 | | | | | | | |
| + | ☰ | Bulk Orders | New Order | Count: 7 | < | | |
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| ENG IN | Wi-Fi | Speaker | Bluetooth | 08:29 PM | 12-01-2026 | Notification | |

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Contents Finding Data in Google Sheets

Dashboard Catalog Paths

Lab setup instructions and requirements

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Open Google Drive

User Email: student-03-91c7a09a0bec (copy)

Password: UNlEZFlnh3qB (copy)

15/100 Lab instructions and tasks

GSP1063 Overview Setup and requirements Task 1. Manipulate data Task 2. Find and replace data Task 3. Retrieve data using VLOOKUP and QUERY Task 4. Use VLOOKUP with IF and ISERROR Congratulations!

Task 2. Find and replace data

In this task, you help the staff update its records using both the find and replace feature and the SUBSTITUTE function.

Use the find and replace feature

On the Rise Bakery staff members are adding new muffin flavors to the menu. All existing orders are for blueberry muffins. Help the staff update the **Bulk Orders** sheet to specify the muffin flavor.

- To open the search box, press Control+F on your keyboard (or Command+F if you're using a Mac computer).

Note: You can also use shortcuts for spreadsheets made by other companies in Google Sheets. At the top, click Help > Keyboard shortcuts > Enable compatible spreadsheet shortcuts.

- Click More options (⋮).

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Contents

Finding Data in Google Sheets

Dashboard

Catalog

Paths

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Password: UN1EZFlnh3qB (copy)

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Lab instructions and tasks

GSP1063

Overview

Setup and requirements

Task 1. Manipulate data

Task 2. Find and replace data

Task 3. Retrieve data using VLOOKUP and QUERY

Task 4. Use VLOOKUP with IF and ISERROR

Congratulations!

Use the find and replace feature

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- To open the search box, press Control+F on your keyboard (or Command+F if you're using a Mac computer).

Note: You can also use shortcuts for spreadsheets made by other companies in Google Sheets. At the top, click **Help > Keyboard shortcuts > Enable compatible spreadsheet shortcuts**.

- Click **More options (⋮)**.
- For **Find**, type **Muffin**, and for **Replace with**, type **Blueberry Muffin**.
- For **Search**, select **This sheet**, click **Replace all**, and then click **Done**.

The find and replace feature is distinct from the **FIND** and **SEARCH** functions, which provide the position at which a string is first found within text.

Previous Next

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On the Rise Bakery Bulk Orders

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D4 | Blueberry Muffin & Donuts & Donut holes

| | B | C | D |
|----|--------------|------------|-------------------------------------------|
| 1 | Order Number | Order Date | Order Description |
| 2 | DCU-914-524 | Aug-1 | Plain Bagel & Bagel with Egg and Cheese |
| 3 | DBW-643-739 | Aug-1 | Plain Bagel |
| 4 | YJL-346-605 | Aug-1 | Blueberry Muffin & Donuts & Donut holes |
| 5 | FGT-147-720 | Aug-1 | Plain Bagel |
| 6 | FZU-469-319 | Aug-2 | Plain Bagel & Bagel with Egg and Cheese |
| 7 | WZQ-249-722 | Aug-2 | Plain Bagel & Bagel with Egg and Cheese |
| 8 | OLA-660-941 | Aug-3 | Donuts & Donut holes |
| 9 | LCV-328-123 | Aug-3 | Bagel with Egg and Cheese & Donuts |
| 10 | BBF-900-773 | Aug-3 | Plain Bagel |
| 11 | SWQ-332-264 | Aug-4 | Bagel with Egg and Cheese & Donuts |
| 12 | HQW-927-907 | Aug-5 | Donuts & Donut holes & Blueberry Muffin |
| 13 | MGP-449-559 | Aug-5 | Plain Bagel & Bagel with Egg and Cheese |
| 14 | TCM-377-829 | Aug-6 | Donuts & Donut holes |
| 15 | BZE-860-719 | Aug-6 | Donuts & Donut holes |
| 16 | YVE-153-734 | Aug-6 | Plain Bagel & Bagel with Egg and Cheese & |
| 17 | EWS-629-853 | Aug-7 | Plain Bagel |
| 18 | IXI-788-502 | Aug-7 | Plain Bagel |
| 19 | EGN-168-209 | Aug-7 | Blueberry Muffin |
| 20 | RUK-486-798 | Aug-7 | Bagel with Egg and Cheese |
| 21 | RLV-420-233 | Aug-7 | Plain Bagel |
| 22 | NDA-842-665 | Aug-8 | Bagel with Egg and Cheese & Donuts |
| 23 | ZWT-275-747 | Aug-8 | Plain Bagel |
| 24 | IDE-700-040 | Aug-8 | Plain Bagel |

Find and replace

Find: Muffin

Replace with: Blueberry Muffin

Search: This sheet

Match case

Match entire cell contents

Search using regular expressions [Help](#)

Also search within formulas

Also search within links

Replaced 15 instances of Muffin with Blueberry Muffin

Find Replace Replace all Done

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D4 ▾ | Blueberry Muffin & Donuts & Donut holes

◆ Summarize this data

| | B | C | D | E | F | G | H | I | J | K | L |
|----|--------------|------------|-------------------------------------------------------|--------|-----------------|-----------------|---------------------------|---|---|---|---|
| 1 | Order Number | Order Date | Order Description | Total | Expected Delive | Name | Email Address | | | | |
| 2 | DCU-914-524 | Aug-1 | Plain Bagel & Bagel with Egg and Cheese | 230.29 | Nov-6 | Jill Mendez | Jill.Mendez@mail.com | | | | |
| 3 | DBW-643-739 | Aug-1 | Plain Bagel | 269.88 | Nov-6 | Black Gerald | Black.Gerald@mail.com | | | | |
| 4 | YJL-346-605 | Aug-1 | Blueberry Muffin & Donuts & Donut holes | 806.4 | Nov-6 | Patel Karina | Patel.Karina@mail.com | | | | |
| 5 | FGT-147-720 | Aug-1 | Plain Bagel | 701.93 | Nov-6 | Moore Juan | Moore.Juan@mail.com | | | | |
| 6 | FZU-469-319 | Aug-2 | Plain Bagel & Bagel with Egg and Cheese | 252.41 | Nov-7 | William Hart | William.Hart@mail.com | | | | |
| 7 | WZQ-249-722 | Aug-2 | Plain Bagel & Bagel with Egg and Cheese | 227.86 | Nov-7 | Hudson Melanie | Hudson.Melanie@mail.com | | | | |
| 8 | OLA-660-941 | Aug-3 | Donuts & Donut holes | 973.57 | Nov-8 | Eduardo Trevino | Eduardo.Trevino@mail.com | | | | |
| 9 | LCV-328-123 | Aug-3 | Bagel with Egg and Cheese & Donuts | 516.02 | Nov-8 | Herring Meghan | Herring.Meghan@mail.com | | | | |
| 10 | BBF-900-773 | Aug-3 | Plain Bagel | 267.01 | Nov-8 | Joshua Yu | Joshua.Yu@mail.com | | | | |
| 11 | SWQ-332-264 | Aug-4 | Bagel with Egg and Cheese & Donuts | 748.82 | Nov-9 | Rebecca Harper | Rebecca.Harper@mail.com | | | | |
| 12 | HQW-927-907 | Aug-5 | Donuts & Donut holes & Blueberry Muffin | 909.07 | Nov-10 | Alex Nguyen | Alex.Nguyen@mail.com | | | | |
| 13 | MGP-449-559 | Aug-5 | Plain Bagel & Bagel with Egg and Cheese | 515.48 | Nov-10 | Clements Meliss | Clements.Melissa@mail.com | | | | |
| 14 | TCM-377-829 | Aug-6 | Donuts & Donut holes | 844.45 | Nov-11 | Keith Baxter | Keith.Baxter@mail.com | | | | |
| 15 | BZE-860-719 | Aug-6 | Donuts & Donut holes | 189.48 | Nov-11 | Pierre Thelus | Pierre.Thelus@mail.com | | | | |
| 16 | YVE-153-734 | Aug-6 | Plain Bagel & Bagel with Egg and Cheese & Blueberry M | 533.21 | Nov-11 | Xavier Black | Xavier.Black@mail.com | | | | |
| 17 | EWS-629-853 | Aug-7 | Plain Bagel | 200.61 | Nov-12 | Sharon Kaiser | Sharon.Kaiser@mail.com | | | | |
| 18 | IXI-788-502 | Aug-7 | Plain Bagel | 922.12 | Nov-12 | Samantha Day | Samantha.Day@mail.com | | | | |
| 19 | EGN-168-209 | Aug-7 | Blueberry Muffin | 223.92 | Nov-12 | Richard Mcneil | Richard.Mcneil@mail.com | | | | |
| 20 | RUK-486-798 | Aug-7 | Bagel with Egg and Cheese | 984.85 | Nov-12 | Adrian Melton | Adrian.Melton@mail.com | | | | |
| 21 | RLV-420-233 | Aug-7 | Plain Bagel | 638.22 | Nov-12 | Evans Mercedes | Evans.Mercedes@mail.com | | | | |
| 22 | NDA-842-665 | Aug-8 | Bagel with Egg and Cheese & Donuts | 634.4 | Nov-13 | Victor Melendez | Victor.Melendez@mail.com | | | | |
| 23 | ZWT-275-747 | Aug-8 | Plain Bagel | 470.26 | Nov-13 | Hodges Aaron | Hodges.Aaron@mail.com | | | | |

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Contents

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Open Google Drive

User Email: student-03-91c7a09a0bec (copy)

Password: UNlEZFlnh3qB (copy)

3. For **Find**, type **Muffin**, and for **Replace with**, type **Blueberry Muffin**.

4. For **Search**, select **This sheet**, click **Replace all**, and then click **Done**.

The find and replace feature is distinct from the **FIND** and **SEARCH** functions, which provide the position at which a string is first found within text.

Use the SUBSTITUTE function

On the Rise Bakery is closing early on the November 6th due to a bank holiday. All orders scheduled for that date must be rescheduled to the seventh.

- In cell I1, paste or type **Adjusted Delivery Date**
- In cell I2, paste or type **=SUBSTITUTE(F2,"Nov-6","Nov-7")**

The **SUBSTITUTE** function searches for the specified text, which is in cell F2. If an exact match for **Nov-6** is found, the date changes to **Nov-7**. If a match is not found, the value of the corresponding cell from column F is displayed.

- Apply the formula to the remaining cells in column I.

25/100

GSP1063 Overview Setup and requirements Task 1. Manipulate data Task 2. Find and replace data Task 3. Retrieve data using VLOOKUP and QUERY Task 4. Use VLOOKUP with IF and ISERROR Congratulations!

Previous Next

8 10°C Clear

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On the Rise Bakery Bulk Orders

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On the Rise Bakery Bulk Orders

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Nov-7

I2 =SUBSTITUTE(F2,"Nov-6","Nov-7")

◆ Summarize this data

| | B | C | D | E | F | G | H | I | J | K |
|----|--------------|------------|-------------------------------------------------------|--------|-----------------|-----------------|---------------------------|---------------------------------|---|---|
| 1 | Order Number | Order Date | Order Description | Total | Expected Delive | Name | Email Address | Adjusted Delivery Date | | |
| 2 | DCU-914-524 | Aug-1 | Plain Bagel & Bagel with Egg and Cheese | 230.29 | Nov-6 | Jill Mendez | Jill.Mendez@mail.com | =SUBSTITUTE(F2,"Nov-6","Nov-7") | | |
| 3 | DBW-643-739 | Aug-1 | Plain Bagel | 269.88 | Nov-6 | Black Gerald | Black.Gerald@mail.com | | | |
| 4 | YJL-346-605 | Aug-1 | Blueberry Muffin & Donuts & Donut holes | 806.4 | Nov-6 | Patel Karina | Patel.Karina@mail.com | | | |
| 5 | FGT-147-720 | Aug-1 | Plain Bagel | 701.93 | Nov-6 | Moore Juan | Moore.Juan@mail.com | | | |
| 6 | FZU-469-319 | Aug-2 | Plain Bagel & Bagel with Egg and Cheese | 252.41 | Nov-7 | William Hart | William.Hart@mail.com | | | |
| 7 | WZQ-249-722 | Aug-2 | Plain Bagel & Bagel with Egg and Cheese | 227.86 | Nov-7 | Hudson Melanie | Hudson.Melanie@mail.com | | | |
| 8 | OLA-660-941 | Aug-3 | Donuts & Donut holes | 973.57 | Nov-8 | Eduardo Trevino | Eduardo.Trevino@mail.com | | | |
| 9 | LCV-328-123 | Aug-3 | Bagel with Egg and Cheese & Donuts | 516.02 | Nov-8 | Herring Meghan | Herring.Meghan@mail.com | | | |
| 10 | BBF-900-773 | Aug-3 | Plain Bagel | 267.01 | Nov-8 | Joshua Yu | Joshua.Yu@mail.com | | | |
| 11 | SWQ-332-264 | Aug-4 | Bagel with Egg and Cheese & Donuts | 748.82 | Nov-9 | Rebecca Harper | Rebecca.Harper@mail.com | | | |
| 12 | HQW-927-907 | Aug-5 | Donuts & Donut holes & Blueberry Muffin | 909.07 | Nov-10 | Alex Nguyen | Alex.Nguyen@mail.com | | | |
| 13 | MGP-449-559 | Aug-5 | Plain Bagel & Bagel with Egg and Cheese | 515.48 | Nov-10 | Clements Meliss | Clements.Melissa@mail.com | | | |
| 14 | TCM-377-829 | Aug-6 | Donuts & Donut holes | 844.45 | Nov-11 | Keith Baxter | Keith.Baxter@mail.com | | | |
| 15 | BZE-860-719 | Aug-6 | Donuts & Donut holes | 189.48 | Nov-11 | Pierre Thelus | Pierre.Thelus@mail.com | | | |
| 16 | YVE-153-734 | Aug-6 | Plain Bagel & Bagel with Egg and Cheese & Blueberry M | 533.21 | Nov-11 | Xavier Black | Xavier.Black@mail.com | | | |
| 17 | EWS-629-853 | Aug-7 | Plain Bagel | 200.61 | Nov-12 | Sharon Kaiser | Sharon.Kaiser@mail.com | | | |
| 18 | IXI-788-502 | Aug-7 | Plain Bagel | 922.12 | Nov-12 | Samantha Day | Samantha.Day@mail.com | | | |
| 19 | EGN-168-209 | Aug-7 | Blueberry Muffin | 223.92 | Nov-12 | Richard Mcneil | Richard.Mcneil@mail.com | | | |
| 20 | RUK-486-798 | Aug-7 | Bagel with Egg and Cheese | 984.85 | Nov-12 | Adrian Melton | Adrian.Melton@mail.com | | | |
| 21 | RLV-420-233 | Aug-7 | Plain Bagel | 638.22 | Nov-12 | Evans Mercedes | Evans.Mercedes@mail.com | | | |
| 22 | NDA-842-665 | Aug-8 | Bagel with Egg and Cheese & Donuts | 634.4 | Nov-13 | Victor Melendez | Victor.Melendez@mail.com | | | |
| 23 | ZWT-275-747 | Aug-8 | Plain Bagel | 470.26 | Nov-13 | Hodges Aaron | Hodges.Aaron@mail.com | | | |
| 24 | IDE-700-040 | | | 620.00 | Nov-13 | John Doe | John.Doe@mail.com | | | |

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100% Default... 10 B I A E F G H I J K

I3 Summarize this data

| | B | C | D | E | F | G | H | I | J | K |
|----|--------------|------------|-------------------------------------------------------|--------|----------|-----------------|---------------------------|---------------|------------------------|---|
| 1 | Order Number | Order Date | Order Description | Total | Expected | Delive | Name | Email Address | Adjusted Delivery Date | |
| 2 | DCU-914-524 | Aug-1 | Plain Bagel & Bagel with Egg and Cheese | 230.29 | Nov-6 | Jill Mendez | Jill.Mendez@mail.com | Nov-7 | | |
| 3 | DBW-643-739 | Aug-1 | Plain Bagel | 269.88 | Nov-6 | Black Gerald | Black.Gerald@mail.com | Nov-7 | | |
| 4 | YJL-346-605 | Aug-1 | Blueberry Muffin & Donuts & Donut holes | 806.4 | Nov-6 | Patel Karina | Patel.Karina@mail.com | Nov-7 | | |
| 5 | FGT-147-720 | Aug-1 | Plain Bagel | 701.93 | Nov-6 | Moore Juan | Moore.Juan@mail.com | Nov-7 | | |
| 6 | FZU-469-319 | Aug-2 | Plain Bagel & Bagel with Egg and Cheese | 252.41 | Nov-7 | William Hart | William.Hart@mail.com | Nov-7 | | |
| 7 | WZQ-249-722 | Aug-2 | Plain Bagel & Bagel with Egg and Cheese | 227.86 | Nov-7 | Hudson Melanie | Hudson.Melanie@mail.com | Nov-7 | | |
| 8 | OLA-660-941 | Aug-3 | Donuts & Donut holes | 973.57 | Nov-8 | Eduardo Trevino | Eduardo.Trevino@mail.com | Nov-8 | | |
| 9 | LCV-328-123 | Aug-3 | Bagel with Egg and Cheese & Donuts | 516.02 | Nov-8 | Herring Meghan | Herring.Meghan@mail.com | Nov-8 | | |
| 10 | BBF-900-773 | Aug-3 | Plain Bagel | 267.01 | Nov-8 | Joshua Yu | Joshua.Yu@mail.com | Nov-8 | | |
| 11 | SWQ-332-264 | Aug-4 | Bagel with Egg and Cheese & Donuts | 748.82 | Nov-9 | Rebecca Harper | Rebecca.Harper@mail.com | Nov-9 | | |
| 12 | HQW-927-907 | Aug-5 | Donuts & Donut holes & Blueberry Muffin | 909.07 | Nov-10 | Alex Nguyen | Alex.Nguyen@mail.com | Nov-10 | | |
| 13 | MGP-449-559 | Aug-5 | Plain Bagel & Bagel with Egg and Cheese | 515.48 | Nov-10 | Clements Meliss | Clements.Melissa@mail.com | Nov-10 | | |
| 14 | TCM-377-829 | Aug-6 | Donuts & Donut holes | 844.45 | Nov-11 | Keith Baxter | Keith.Baxter@mail.com | Nov-11 | | |
| 15 | BZE-860-719 | Aug-6 | Donuts & Donut holes | 189.48 | Nov-11 | Pierre Thelus | Pierre.Thelus@mail.com | Nov-11 | | |
| 16 | YVE-153-734 | Aug-6 | Plain Bagel & Bagel with Egg and Cheese & Blueberry M | 533.21 | Nov-11 | Xavier Black | Xavier.Black@mail.com | Nov-11 | | |
| 17 | EWS-629-853 | Aug-7 | Plain Bagel | 200.61 | Nov-12 | Sharon Kaiser | Sharon.Kaiser@mail.com | Nov-12 | | |
| 18 | IXI-788-502 | Aug-7 | Plain Bagel | 922.12 | Nov-12 | Samantha Day | Samantha.Day@mail.com | Nov-12 | | |
| 19 | EGN-168-209 | Aug-7 | Blueberry Muffin | 223.92 | Nov-12 | Richard Mcneil | Richard.Mcneil@mail.com | Nov-12 | | |
| 20 | RUK-486-798 | Aug-7 | Bagel with Egg and Cheese | 984.85 | Nov-12 | Adrian Melton | Adrian.Melton@mail.com | Nov-12 | | |
| 21 | RLV-420-233 | Aug-7 | Plain Bagel | 638.22 | Nov-12 | Evans Mercedes | Evans.Mercedes@mail.com | Nov-12 | | |
| 22 | NDA-842-665 | Aug-8 | Bagel with Egg and Cheese & Donuts | 634.4 | Nov-13 | Victor Melendez | Victor.Melendez@mail.com | Nov-13 | | |
| 23 | ZWT-275-747 | Aug-8 | Plain Bagel | 470.26 | Nov-13 | Hodges Aaron | Hodges.Aaron@mail.com | Nov-13 | | |
| 24 | IDE-700-040 | | | 600.00 | Nov-13 | | | | | |

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On the Rise Bakery Bulk Orders

https://docs.google.com/spreadsheets/d/1dN0Fo2Sh561gpKRWP1gpFKUOnnD25FUTewVA5Cxxa6w/edit?gid=0#gid=0

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100% Default 10 B I A E F G H I J K

I3 =SUBSTITUTE(F3,"Nov-6","Nov-7") Summarize this data

| | B | C | D | E | F | G | H | I | J | K |
|----|--------------|------------|-------------------------------------------------------|--------|----------|-----------------|---------------------------|---------------|------------------------|---|
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| 5 | FGT-147-720 | Aug-1 | Plain Bagel | 701.93 | Nov-6 | Moore Juan | Moore.Juan@mail.com | Nov-7 | | |
| 6 | FZU-469-319 | Aug-2 | Plain Bagel & Bagel with Egg and Cheese | 252.41 | Nov-7 | William Hart | William.Hart@mail.com | Nov-7 | | |
| 7 | WZQ-249-722 | Aug-2 | Plain Bagel & Bagel with Egg and Cheese | 227.86 | Nov-7 | Hudson Melanie | Hudson.Melanie@mail.com | Nov-7 | | |
| 8 | OLA-660-941 | Aug-3 | Donuts & Donut holes | 973.57 | Nov-8 | Eduardo Trevino | Eduardo.Trevino@mail.com | Nov-8 | | |
| 9 | LCV-328-123 | Aug-3 | Bagel with Egg and Cheese & Donuts | 516.02 | Nov-8 | Herring Meghan | Herring.Meghan@mail.com | Nov-8 | | |
| 10 | BBF-900-773 | Aug-3 | Plain Bagel | 267.01 | Nov-8 | Joshua Yu | Joshua.Yu@mail.com | Nov-8 | | |
| 11 | SWQ-332-264 | Aug-4 | Bagel with Egg and Cheese & Donuts | 748.82 | Nov-9 | Rebecca Harper | Rebecca.Harper@mail.com | Nov-9 | | |
| 12 | HQW-927-907 | Aug-5 | Donuts & Donut holes & Blueberry Muffin | 909.07 | Nov-10 | Alex Nguyen | Alex.Nguyen@mail.com | Nov-10 | | |
| 13 | MGP-449-559 | Aug-5 | Plain Bagel & Bagel with Egg and Cheese | 515.48 | Nov-10 | Clements Meliss | Clements.Melissa@mail.com | Nov-10 | | |
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| 15 | BZE-860-719 | Aug-6 | Donuts & Donut holes | 189.48 | Nov-11 | Pierre Thelus | Pierre.Thelus@mail.com | Nov-11 | | |
| 16 | YVE-153-734 | Aug-6 | Plain Bagel & Bagel with Egg and Cheese & Blueberry M | 533.21 | Nov-11 | Xavier Black | Xavier.Black@mail.com | Nov-11 | | |
| 17 | EWS-629-853 | Aug-7 | Plain Bagel | 200.61 | Nov-12 | Sharon Kaiser | Sharon.Kaiser@mail.com | Nov-12 | | |
| 18 | IXI-788-502 | Aug-7 | Plain Bagel | 922.12 | Nov-12 | Samantha Day | Samantha.Day@mail.com | Nov-12 | | |
| 19 | EGN-168-209 | Aug-7 | Blueberry Muffin | 223.92 | Nov-12 | Richard Mcneil | Richard.Mcneil@mail.com | Nov-12 | | |
| 20 | RUK-486-798 | Aug-7 | Bagel with Egg and Cheese | 984.85 | Nov-12 | Adrian Melton | Adrian.Melton@mail.com | Nov-12 | | |
| 21 | RLV-420-233 | Aug-7 | Plain Bagel | 638.22 | Nov-12 | Evans Mercedes | Evans.Mercedes@mail.com | Nov-12 | | |
| 22 | NDA-842-665 | Aug-8 | Bagel with Egg and Cheese & Donuts | 634.4 | Nov-13 | Victor Melendez | Victor.Melendez@mail.com | Nov-13 | | |
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| 24 | IDE-700-040 | | | 620.00 | Nov-13 | | | Nov-13 | | |

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Lab setup instructions and requirements

End Lab 01:08:58 Time limit

Caution: When you are in the console, do not deviate from the lab instructions. Doing so may cause your account to be blocked. Learn more.

Open Google Drive

User Email: student-03-91c7a09a0bec (Copy)

Password: UN1EZFlnh3qB (Copy)

Task 3. Retrieve data using VLOOKUP and QUERY

50/100 Lab instructions and tasks

GSP1063 Overview Setup and requirements Task 1. Manipulate data Task 2. Find and replace data Task 3. Retrieve data using VLOOKUP and QUERY Task 4. Use VLOOKUP with IF and ISERROR Congratulations!

The bakery staff must search the sheet to answer customer inquiries and complete other business functions. In this task, you use the VLOOKUP and QUERY functions to retrieve data in the spreadsheet.

VLOOKUP

A customer called On the Rise Bakery to confirm the expected delivery date. VLOOKUP can be used to search for related information in a row.

1. In cell J2, paste or type **Georgia Nkosi**
2. In cell K2, paste or type **=VLOOKUP(J2, G2:I100, 3, False)**

The VLOOKUP function requires three parameters: the key to search by, the range to search, and the column number of the information being searched. The fourth, and optional parameter,

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Finding Data in Google Sheets

The bakery staff must search the sheet to answer customer inquiries and complete other business functions. In this task, you use the VLOOKUP and QUERY functions to retrieve data in the spreadsheet.

Lab setup instructions and requirements

End Lab 01:08:50 Time limit

Caution: When you are in the console, do not deviate from the lab instructions. Doing so may cause your account to be blocked. Learn more. Open Google Drive

User Email: student-03-91c7a09a0bec (Copy)

Password: UN1EZFlnh3qB (Copy)

50/100 Lab instructions and tasks

GSP1063 Overview Setup and requirements Task 1. Manipulate data Task 2. Find and replace data Task 3. Retrieve data using VLOOKUP and QUERY Task 4. Use VLOOKUP with IF and ISERROR Congratulations!

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The VLOOKUP function requires three parameters: the key to search by, the range to search, and the column number of the information being searched. The fourth, and optional parameter,

The column number is relative to the range provided. **Adjusted Delivery Date** is designated as the third column in the formula because the range used with VLOOKUP starts at column G.

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K2 =VLOOKUP(J2, G2:I100, 3, False)

◆ Summarize this data

| | B | D | E | F | G | H | I | J | K |
|----|--------------|------------|-------------------------------------------------------|--------|------------------------|------------------|---------------------------|------------------------|---------------|
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| 18 | IXI-788-502 | Aug-7 | Plain Bagel | 922.12 | Nov-12 | Samantha Day | Samantha.Day@mail.com | Nov-12 | |
| 19 | EGN-168-209 | Aug-7 | Blueberry Muffin | 223.92 | Nov-12 | Richard Mcneil | Richard.Mcneil@mail.com | Nov-12 | |
| 20 | RUK-486-798 | Aug-7 | Bagel with Egg and Cheese | 984.85 | Nov-12 | Adrian Melton | Adrian.Melton@mail.com | Nov-12 | |
| 21 | RLV-420-233 | Aug-7 | Plain Bagel | 638.22 | Nov-12 | Evans Mercedes | Evans.Mercedes@mail.com | Nov-12 | |
| 22 | NDA-842-665 | Aug-8 | Bagel with Egg and Cheese & Donuts | 634.4 | Nov-13 | Victor Melendez | Victor.Melendez@mail.com | Nov-13 | |
| 23 | ZWT-275-747 | Aug-8 | Plain Bagel | 470.26 | Nov-13 | Hodges Aaron | Hodges.Aaron@mail.com | Nov-13 | |
| 24 | IDE-700-040 | Aug-8 | Plain Bagel | 200.00 | Nov-13 | | | Nov-13 | |

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User Email student-03-91c7a09a0bec@

Password UN1EZFlnh3qB

QUERY

On the Rise Bakery wants to email a discount code for a future purchase to all customers who spent at least \$500. In this task, you get a list of email addresses.

- In the lower-left of your spreadsheet, click **Add Sheet** (+) to add another sheet.
- Right-click the new sheet name, click **Rename**, and type **Discount**
- In cell A1 of the **Discount** sheet, paste or type `=QUERY('Bulk Orders'!B2:I100, "select H where E > 500")`

The **QUERY** function uses the Google Visualization API Query Language and requires both a range and the search criteria.

When referencing data contained in a different sheet, include the name of the source sheet, followed by an exclamation mark. If a sheet name contains spaces or other non-alphanumeric symbols, include single quotes around it (as shown in the provided query statement).

- (Optional) Modify the query statement to only retrieve email addresses if the customer spent more than \$750.

50/100 Lab instructions and tasks

GSP1063 Overview Setup and requirements Task 1. Manipulate data Task 2. Find and replace data Task 3. Retrieve data using VLOOKUP and QUERY Task 4. Use VLOOKUP with IF and ISERROR Congratulations!

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<https://docs.google.com/spreadsheets/d/1dN0Fo2Sh561gpKRWP1gpFKUOnnD25FUTewVA5Cxxa6w/edit?gid=1690716423#gid=1690716423>

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A1

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A1 =QUERY('Bulk Orders'!\$B\$2:\$I\$100, "select H where E > 500")

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A1 =QUERY('Bulk Orders'!\$B\$2:\$I\$100, "select H where E > 500")

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|----|---------------------------|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Patel.Karina@mail.com | | | | | | | | | | | | |
| 2 | Moore.Juan@mail.com | | | | | | | | | | | | |
| 3 | Eduardo.Trevino@mail.com | | | | | | | | | | | | |
| 4 | Herring.Meghan@mail.com | | | | | | | | | | | | |
| 5 | Rebecca.Harper@mail.com | | | | | | | | | | | | |
| 6 | Alex.Nguyen@mail.com | | | | | | | | | | | | |
| 7 | Clements.Melissa@mail.com | | | | | | | | | | | | |
| 8 | Keith.Baxter@mail.com | | | | | | | | | | | | |
| 9 | Xavier.Black@mail.com | | | | | | | | | | | | |
| 10 | Samantha.Day@mail.com | | | | | | | | | | | | |
| 11 | Adrian.Melton@mail.com | | | | | | | | | | | | |
| 12 | Evans.Mercedes@mail.com | | | | | | | | | | | | |
| 13 | Victor.Melendez@mail.com | | | | | | | | | | | | |
| 14 | Scott.Joyce@mail.com | | | | | | | | | | | | |
| 15 | Weber.Tracie@mail.com | | | | | | | | | | | | |
| 16 | Erica.Callahan@mail.com | | | | | | | | | | | | |
| 17 | Lee.Stacy@mail.com | | | | | | | | | | | | |
| 18 | Dakota.Mcpherson@mail.com | | | | | | | | | | | | |
| 19 | Mendez.Traci@mail.com | | | | | | | | | | | | |
| 20 | Daniels.Judith@mail.com | | | | | | | | | | | | |
| 21 | Susan.Faulkner@mail.com | | | | | | | | | | | | |
| 22 | Joshua.Yu@mail.com | | | | | | | | | | | | |
| 23 | Thomas.Harrison@mail.com | | | | | | | | | | | | |
| 24 | Carly.Williams@mail.com | | | | | | | | | | | | |

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A1 =QUERY('Bulk Orders'!\$B\$2:\$I\$100, "select H where E > 750")

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|----|-----------------------------------------------------------------|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | =QUERY('Bulk Orders'!\$B\$2:\$I\$100, "select H where E > 750") | | | | | | | | | | | | |
| 2 | Moore.Juan@mail.com | | | | | | | | | | | | |
| 3 | Eduardo.Trevino@mail.com | | | | | | | | | | | | |
| 4 | Herring.Meghan@mail.com | | | | | | | | | | | | |
| 5 | Rebecca.Harper@mail.com | | | | | | | | | | | | |
| 6 | Alex.Nguyen@mail.com | | | | | | | | | | | | |
| 7 | Clements.Melissa@mail.com | | | | | | | | | | | | |
| 8 | Keith.Baxter@mail.com | | | | | | | | | | | | |
| 9 | Xavier.Black@mail.com | | | | | | | | | | | | |
| 10 | Samantha.Day@mail.com | | | | | | | | | | | | |
| 11 | Adrian.Melton@mail.com | | | | | | | | | | | | |
| 12 | Evans.Mercedes@mail.com | | | | | | | | | | | | |
| 13 | Victor.Melendez@mail.com | | | | | | | | | | | | |
| 14 | Scott.Joyce@mail.com | | | | | | | | | | | | |
| 15 | Weber.Tracie@mail.com | | | | | | | | | | | | |
| 16 | Erica.Callahan@mail.com | | | | | | | | | | | | |
| 17 | Lee.Stacy@mail.com | | | | | | | | | | | | |
| 18 | Dakota.Mcpherson@mail.com | | | | | | | | | | | | |
| 19 | Mendez.Traci@mail.com | | | | | | | | | | | | |
| 20 | Daniels.Judith@mail.com | | | | | | | | | | | | |
| 21 | Susan.Faulkner@mail.com | | | | | | | | | | | | |
| 22 | Joshua.Yu@mail.com | | | | | | | | | | | | |
| 23 | Thomas.Harrison@mail.com | | | | | | | | | | | | |
| 24 | Ortiz.Victoria@mail.com | | | | | | | | | | | | |

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A1 =QUERY('Bulk Orders'!\$B\$2:\$I\$100, "select H where E > 750")

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|----|----------------------------|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Patel.Karina@mail.com | | | | | | | | | | | | |
| 2 | Eduardo.Trevino@mail.com | | | | | | | | | | | | |
| 3 | Alex.Nguyen@mail.com | | | | | | | | | | | | |
| 4 | Keith.Baxter@mail.com | | | | | | | | | | | | |
| 5 | Samantha.Day@mail.com | | | | | | | | | | | | |
| 6 | Adrian.Melton@mail.com | | | | | | | | | | | | |
| 7 | Weber.Tracie@mail.com | | | | | | | | | | | | |
| 8 | Erica.Callahan@mail.com | | | | | | | | | | | | |
| 9 | Gill.Megan@mail.com | | | | | | | | | | | | |
| 10 | Christopher.Yoder@mail.com | | | | | | | | | | | | |
| 11 | Adaobi.Okeke@mail.com | | | | | | | | | | | | |
| 12 | Meredith.Mercado@mail.com | | | | | | | | | | | | |
| 13 | Stacey.Spencer@mail.com | | | | | | | | | | | | |
| 14 | Dennis.Meadows@mail.com | | | | | | | | | | | | |
| 15 | Raymond.Harry@mail.com | | | | | | | | | | | | |
| 16 | Rhonda.Case@mail.com | | | | | | | | | | | | |
| 17 | Charles.Zavala@mail.com | | | | | | | | | | | | |
| 18 | Duarte.Julian@mail.com | | | | | | | | | | | | |
| 19 | Obrien.Melody@mail.com | | | | | | | | | | | | |
| 20 | Steven.Ferguson@mail.com | | | | | | | | | | | | |
| 21 | Hoover.Meagan@mail.com | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | |

Bulk Orders New Order Discount

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Use Functions, Formulas, and Charts in Google Sheets > Finding Data in Google Sheets

Contents

Finding Data in Google Sheets

Lab setup instructions and requirements

End Lab 01:04:16 Time limit

Caution: When you are in the console, do not deviate from the lab instructions. Doing so may cause your account to be blocked. Learn more.

Open Google Drive

User Email: student-03-91c7a09a0bec

Password: UN1EZFlnh3qB

Dashboard Catalog Paths

50/100 Lab instructions and tasks

GSP1063 Overview Setup and requirements Task 1. Manipulate data Task 2. Find and replace data Task 3. Retrieve data using VLOOKUP and QUERY Task 4. Use VLOOKUP with IF and ISERROR Congratulations!

Task 4. Use VLOOKUP with IF and ISERROR

You used VLOOKUP to successfully retrieve information about an order in task three. In this task, you explore what you can do when you search for data with VLOOKUP and the record is not found.

Debug errors in Sheets

1. In cell J3 of the **Bulk Orders** sheet, type the name **Alexander Jorgenson**
2. In cell K3, paste or type **=VLOOKUP(J3, B2:I100)**

The text in the cell should show #N/A and a red error flag should appear in the upper-right corner of the cell.
3. Hold your pointer over the red error flag to see the error message.

The formula in cell K3 results in an error because it uses fewer arguments, or inputs, than required.
4. In cell K3, paste or type **=VLOOKUP(J3, B2:I100, 8)**

< Previous Next >

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On the Rise Bakery Bulk Orders

https://docs.google.com/spreadsheets/d/1dN0Fo2Sh561gpKRWP1gpFKUOnnD25FUTewVA5Cxxa6w/edit?gid=0#gid=0

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On the Rise Bakery Bulk Orders

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K3 =VLOOKUP(J3, B2:I100)

Summarize this data

| | C | D | E | F | G | H | I | J | K | L |
|----|--------|------------|-------------------------------------------------------|--------|------------------------|------------------|---------------------------|------------------------|---------------|--------|
| 1 | Number | Order Date | Order Description | Total | Expected Delivery Date | Name | Email Address | Adjusted Delivery Date | | |
| 2 | 1-524 | Aug-1 | Plain Bagel & Bagel with Egg and Cheese | 230.29 | Nov-6 | Jill Mendez | Jill.Mendez@mail.com | Nov-7 | Georgia Nkosi | Nov-30 |
| 3 | 3-739 | Aug-1 | Plain Bagel | 269.88 | Nov-6 | Black Gerald | Black.Gerald@mail.com | Nov-7 | Error | #N/A |
| 4 | -605 | Aug-1 | Blueberry Muffin & Donuts & Donut holes | 806.4 | Nov-6 | Patel Karina | Patel.Karina@mail.com | Nov-7 | | |
| 5 | -720 | Aug-1 | Plain Bagel | 701.93 | Nov-6 | Moore Juan | Moore.Juan@mail.com | Nov-7 | | |
| 6 | -319 | Aug-2 | Plain Bagel & Bagel with Egg and Cheese | 252.41 | Nov-7 | William Hart | William.Hart@mail.com | Nov-7 | | |
| 7 | 9-722 | Aug-2 | Plain Bagel & Bagel with Egg and Cheese | 227.86 | Nov-7 | Hudson Melanie | Hudson.Melanie@mail.com | Nov-7 | | |
| 8 | -941 | Aug-3 | Donuts & Donut holes | 973.57 | Nov-8 | Eduardo Trevino | Eduardo.Trevino@mail.com | Nov-8 | | |
| 9 | -123 | Aug-3 | Bagel with Egg and Cheese & Donuts | 516.02 | Nov-8 | Herring Meghan | Herring.Meghan@mail.com | Nov-8 | | |
| 10 | -773 | Aug-3 | Plain Bagel | 267.01 | Nov-8 | Joshua Yu | Joshua.Yu@mail.com | Nov-8 | | |
| 11 | 2-264 | Aug-4 | Bagel with Egg and Cheese & Donuts | 748.82 | Nov-9 | Rebecca Harper | Rebecca.Harper@mail.com | Nov-9 | | |
| 12 | 7-907 | Aug-5 | Donuts & Donut holes & Blueberry Muffin | 909.07 | Nov-10 | Alex Nguyen | Alex.Nguyen@mail.com | Nov-10 | | |
| 13 | 9-559 | Aug-5 | Plain Bagel & Bagel with Egg and Cheese | 515.48 | Nov-10 | Clements Melissa | Clements.Melissa@mail.com | Nov-10 | | |
| 14 | 7-829 | Aug-6 | Donuts & Donut holes | 844.45 | Nov-11 | Keith Baxter | Keith.Baxter@mail.com | Nov-11 | | |
| 15 | -719 | Aug-6 | Donuts & Donut holes | 189.48 | Nov-11 | Pierre Thelus | Pierre.Thelus@mail.com | Nov-11 | | |
| 16 | -734 | Aug-6 | Plain Bagel & Bagel with Egg and Cheese & Blueberry M | 533.21 | Nov-11 | Xavier Black | Xavier.Black@mail.com | Nov-11 | | |
| 17 | 9-853 | Aug-7 | Plain Bagel | 200.61 | Nov-12 | Sharon Kaiser | Sharon.Kaiser@mail.com | Nov-12 | | |
| 18 | 502 | Aug-7 | Plain Bagel | 922.12 | Nov-12 | Samantha Day | Samantha.Day@mail.com | Nov-12 | | |
| 19 | 3-209 | Aug-7 | Blueberry Muffin | 223.92 | Nov-12 | Richard Mcneil | Richard.Mcneil@mail.com | Nov-12 | | |
| 20 | 3-798 | Aug-7 | Bagel with Egg and Cheese | 984.85 | Nov-12 | Adrian Melton | Adrian.Melton@mail.com | Nov-12 | | |
| 21 | -233 | Aug-7 | Plain Bagel | 638.22 | Nov-12 | Evans Mercedes | Evans.Mercedes@mail.com | Nov-12 | | |
| 22 | 2-665 | Aug-8 | Bagel with Egg and Cheese & Donuts | 634.4 | Nov-13 | Victor Melendez | Victor.Melendez@mail.com | Nov-13 | | |
| 23 | 5-747 | Aug-8 | Plain Bagel | 470.26 | Nov-13 | Hodges Aaron | Hodges.Aaron@mail.com | Nov-13 | | |
| 24 | -940 | Aug-8 | Plain Bagel | 200.00 | Nov-13 | | | Nov-13 | | |

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On the Rise Bakery Bulk Orders

<https://docs.google.com/spreadsheets/d/1dN0Fo2Sh561gpKRWP1gpFKUOnnD25FUTewVA5Cxxa6w/edit?gid=0#gid=0>

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On the Rise Bakery Bulk Orders

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K3 =VLOOKUP(J3, B2:I100,8)

Summarize this data

| Number | Order Date | Order Description | Total | Expected Delivery Date | Name | Email Address | Adjusted Delivery Date | | | K | L |
|---------|------------|-------------------------------------------------------|--------|------------------------|-----------------|---------------------------|------------------------|---------------------|--------|-------------------------|---|
| 1-524 | Aug-1 | Plain Bagel & Bagel with Egg and Cheese | 230.29 | Nov-6 | Jill Mendez | Jill.Mendez@mail.com | Nov-7 | Georgia Nkosi | Nov-30 | =VLOOKUP(J3, B2:I100,8) | |
| 3-739 | Aug-1 | Plain Bagel | 269.88 | Nov-6 | Black Gerald | Black.Gerald@mail.com | Nov-7 | Alexander Jorgenson | | | |
| 4-605 | Aug-1 | Blueberry Muffin & Donuts & Donut holes | 806.4 | Nov-6 | Patel Karina | Patel.Karina@mail.com | Nov-7 | | | | |
| 5-720 | Aug-1 | Plain Bagel | 701.93 | Nov-6 | Moore Juan | Moore.Juan@mail.com | Nov-7 | | | | |
| 6-319 | Aug-2 | Plain Bagel & Bagel with Egg and Cheese | 252.41 | Nov-7 | William Hart | William.Hart@mail.com | Nov-7 | | | | |
| 7-922 | Aug-2 | Plain Bagel & Bagel with Egg and Cheese | 227.86 | Nov-7 | Hudson Melanie | Hudson.Melanie@mail.com | Nov-7 | | | | |
| 8-941 | Aug-3 | Donuts & Donut holes | 973.57 | Nov-8 | Eduardo Trevino | Eduardo.Trevino@mail.com | Nov-8 | | | | |
| 9-123 | Aug-3 | Bagel with Egg and Cheese & Donuts | 516.02 | Nov-8 | Herring Meghan | Herring.Meghan@mail.com | Nov-8 | | | | |
| 10-773 | Aug-3 | Plain Bagel | 267.01 | Nov-8 | Joshua Yu | Joshua.Yu@mail.com | Nov-8 | | | | |
| 11-264 | Aug-4 | Bagel with Egg and Cheese & Donuts | 748.82 | Nov-9 | Rebecca Harper | Rebecca.Harper@mail.com | Nov-9 | | | | |
| 12-7907 | Aug-5 | Donuts & Donut holes & Blueberry Muffin | 909.07 | Nov-10 | Alex Nguyen | Alex.Nguyen@mail.com | Nov-10 | | | | |
| 13-9559 | Aug-5 | Plain Bagel & Bagel with Egg and Cheese | 515.48 | Nov-10 | Clements Meliss | Clements.Melissa@mail.com | Nov-10 | | | | |
| 14-7829 | Aug-6 | Donuts & Donut holes | 844.45 | Nov-11 | Keith Baxter | Keith.Baxter@mail.com | Nov-11 | | | | |
| 15-7119 | Aug-6 | Donuts & Donut holes | 189.48 | Nov-11 | Pierre Thelus | Pierre.Thelus@mail.com | Nov-11 | | | | |
| 16-734 | Aug-6 | Plain Bagel & Bagel with Egg and Cheese & Blueberry M | 533.21 | Nov-11 | Xavier Black | Xavier.Black@mail.com | Nov-11 | | | | |
| 17-9853 | Aug-7 | Plain Bagel | 200.61 | Nov-12 | Sharon Kaiser | Sharon.Kaiser@mail.com | Nov-12 | | | | |
| 18-502 | Aug-7 | Plain Bagel | 922.12 | Nov-12 | Samantha Day | Samantha.Day@mail.com | Nov-12 | | | | |
| 19-3209 | Aug-7 | Blueberry Muffin | 223.92 | Nov-12 | Richard Mcneil | Richard.Mcneil@mail.com | Nov-12 | | | | |
| 20-3798 | Aug-7 | Bagel with Egg and Cheese | 984.85 | Nov-12 | Adrian Melton | Adrian.Melton@mail.com | Nov-12 | | | | |
| 21-2233 | Aug-7 | Plain Bagel | 638.22 | Nov-12 | Evans Mercedes | Evans.Mercedes@mail.com | Nov-12 | | | | |
| 22-2665 | Aug-8 | Bagel with Egg and Cheese & Donuts | 634.4 | Nov-13 | Victor Melendez | Victor.Melendez@mail.com | Nov-13 | | | | |
| 23-5747 | Aug-8 | Plain Bagel | 470.26 | Nov-13 | Hodges Aaron | Hodges.Aaron@mail.com | Nov-13 | | | | |
| 24-912 | Aug-8 | Plain Bagel | 600.00 | Nov-13 | | | Nov-13 | | | | |

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Use Functions, Formulas, and Charts in Google Sheets

https://partner.skills.google/course_templates/776/labs/597922

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Google Cloud Partner

Contents

Finding Data in Google Sheets

Dashboard Catalog Paths

Lab setup instructions and requirements

End Lab 00:59:57 Time limit

Caution: When you are in the console, do not deviate from the lab instructions. Doing so may cause your account to be blocked. Learn more.

Open Google Drive

User Email: student-03-91c7a09a0bec (Copy)

Password: UNlEZFlnh3qB (Copy)

When you use functions and formulas in Sheets, many errors can occur. When you encounter an error, be sure to read the full message so you can understand the problem. You can also reference the [Google Sheets function list](#) for function usage instructions.

Handle errors with IFERROR

1. In cell K4, paste or type `=ISERROR(K3)`

The **ISERROR** function checks whether the provided value is an error.

2. In cell K3, paste or type to `=IFERROR(VLOOKUP(J3, B3:I100, 8), "Record not found")`

Notice that the red error flag does not appear in the cell. Also, observe how the values of cells K3 and K4 have changed.

IFERROR evaluates whether the first argument is an error value. If it is not an error value, it returns that argument. Otherwise, **IFERROR** returns the second argument, so the text "**Record not found**" is displayed.

Click *Check my progress* to verify the objective.

100/100

GSP1063 Overview Setup and requirements Task 1. Manipulate data Task 2. Find and replace data Task 3. Retrieve data using VLOOKUP and QUERY Task 4. Use VLOOKUP with IF and ISERROR Congratulations!

Next >

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