

1. In the Practice Video, Sean needed to change Ms Kinney's address from "Sydney Fish Market, Bank Street, Sydney" to "Sydney Fish Market, Bank Street, Pyrmont". When Sean worked through the **Find and Replace** process, why did he use the entire address? This seems a bit cumbersome. Could he have simply looked for "Sydney" and then replaced all instances with "Pyrmont"? Which of the statements below are correct? (One or more answers are possible - partial credit will be awarded)

1 point

- ☐ What he did was correct because Excel can only make changes in a cell when you enter the original full cell content into **Find what** and then the updated content into **Replace with**.
- ☐ What he did was correct, but he could have been quicker if he had simply typed in "Sydney" into the **Find what** field. He would have gotten the same results.
- ☒ What he did was correct. If he had done a **Find and Replace** for "Sydney" only, he would have inadvertently changed all instances of "Sydney" in the entire database, and he only wanted to change the ones for the customers at the Sydney Fish Market.

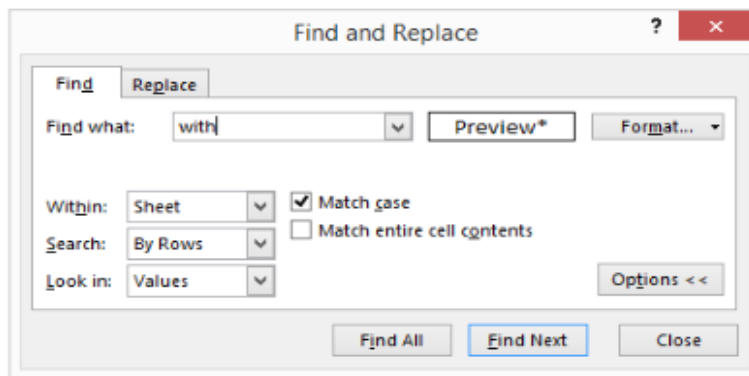
2. Which of the following options are set correctly in the Find dialogue window to display all results for the word "with" in lower case, anywhere in the workbook (it has several sheets)

1 point

- ☐ Are these settings correct?

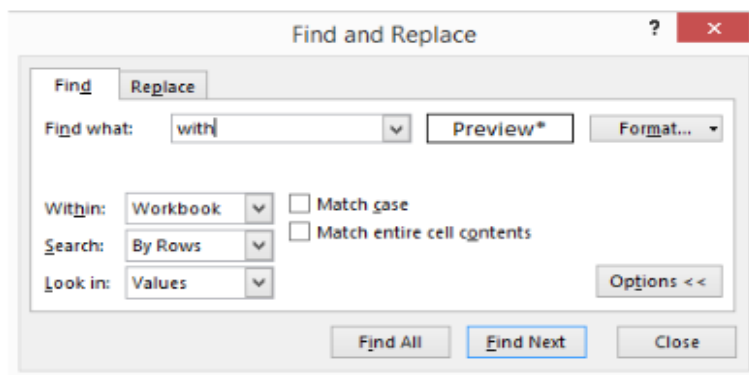
The screenshot shows the 'Find and Replace' dialog box in Excel. The 'Find' tab is active. The 'Find what' field contains the text 'with'. To the right of this field are buttons for 'Preview*' and 'Format...'. Below the 'Find what' field, there are three rows of settings: 'Within:' set to 'Sheet', 'Match case' checked, 'Search:' set to 'By Rows', 'Match entire cell contents' checked, and 'Look in:' set to 'Values'. To the right of these settings is an 'Options <<' button. At the bottom of the dialog are three buttons: 'Find All', 'Find Next', and 'Close'.

- ☒ Will these settings get him the correct results?



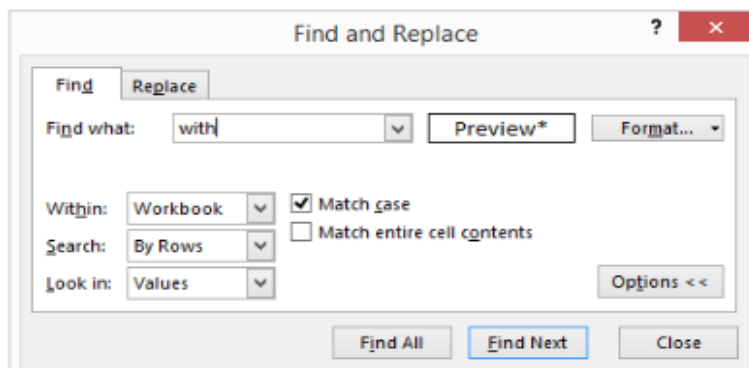
The 'Find and Replace' dialog box is shown with the 'Find' tab selected. The 'Find what:' field contains 'with'. The 'Within:' dropdown is set to 'Sheet', 'Search:' to 'By Rows', and 'Look in:' to 'Values'. The 'Match case' checkbox is checked, and 'Match entire cell contents' is unchecked. The 'Options <<' button is visible. At the bottom are 'Find All', 'Find Next', and 'Close' buttons.

- ☐ Take a close look - are these correct?



The 'Find and Replace' dialog box is shown with the 'Find' tab selected. The 'Find what:' field contains 'with'. The 'Within:' dropdown is set to 'Workbook', 'Search:' to 'By Rows', and 'Look in:' to 'Values'. The 'Match case' checkbox is unchecked, and 'Match entire cell contents' is unchecked. The 'Options <<' button is visible. At the bottom are 'Find All', 'Find Next', and 'Close' buttons.

- ☐ Are these options set correctly?



The 'Find and Replace' dialog box is shown with the 'Find' tab selected. The 'Find what:' field contains 'with'. The 'Within:' dropdown is set to 'Workbook', 'Search:' to 'By Rows', and 'Look in:' to 'Values'. The 'Match case' checkbox is checked, and 'Match entire cell contents' is unchecked. The 'Options <<' button is visible. At the bottom are 'Find All', 'Find Next', and 'Close' buttons.

3. Sean wants to find all street addresses that have the number 18 in them. There are so many numbers in the dataset though, when he uses the default search settings, he gets 441 results and they are mostly in the columns with currency in them. Can you help him reduce the number of search results to get to his answer more easily? (One or more answers are possible - partial credit will be awarded)

1 point

- ☒ He can open the Find dialogue box and change the **Format** settings to **General**.
- ☒ He can select **Column D (Address)** before he does his search. Now, Excel will only look in this particular column.
- ☐ He can tick the box **Match entire cell contents**.