



✓ **Congratulations! You passed!**

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## Find and Replace

TOTAL POINTS 3

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 / 1 point

- ☒ 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.

✓ **Correct**

You are spot on. You really need to be absolutely precise when you do a **Find and Replace** in Excel.

- ☐ 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 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**.

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)

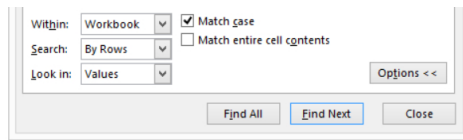
1 / 1 point

- ☐ Take a close look - are these correct?

- ☐ Will these settings get him the correct results?

- ☐ Are these settings correct?

- ☒ Are these options set correctly?

The image shows the 'Find' dialog box in Microsoft Excel. It has three dropdown menus: 'Within' set to 'Workbook', 'Search' set to 'By Rows', and 'Look in' set to 'Values'. There are two checkboxes: 'Match case' which is checked, and 'Match entire cell contents' which is unchecked. At the bottom, there are three buttons: 'Find All', 'Find Next' (which is highlighted with a blue border), and 'Close'. An 'Options <<' button is also present on the right side of the dialog box.

✓ **Correct**

Yes, well done. You have identified the correct settings. This was a tricky question. Excellent work.

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 / 1 point

- ☐ He can tick the box **Match entire cell contents**.
- ☒ He can open the Find dialogue box and change the **Format** settings to **General**.

✓ **Correct**

Yes, using the **Format** settings in the Find dialogue is a great way of narrowing down your search. However, be careful using this option. It fully depends on the data having been formatted consistently and correctly in the first place.

- ☒ He can select **Column D (Address)** before he does his search. Now, Excel will only look in this particular column.

✓ **Correct**

Yes, this is a really handy way of cutting down the search area.