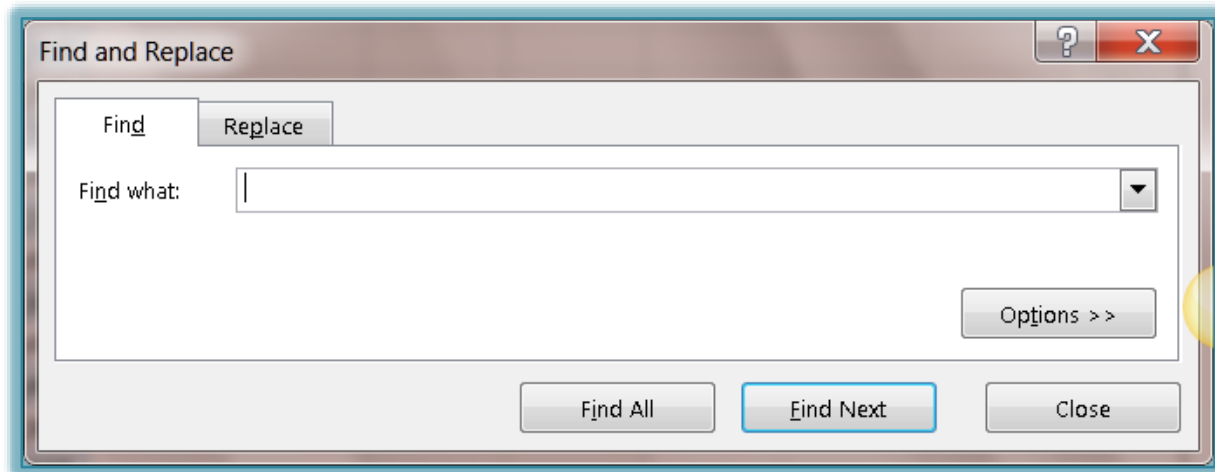
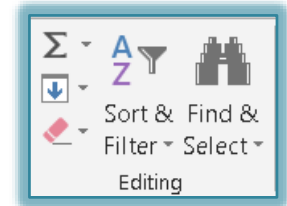


FIND AND EDIT RECORDS

In order to complete this exercise, you need to complete the **Entering Field Names** and the **Enter Data Series** exercises using the **Database Exercise** workbook. This workbook should be stored with the ones that were downloaded from the Excel 2013 Training Web page.

- ✦ Move to the top of the table.
- ✦ Click **Cell B4**.
- ✦ Click the **Home Tab**.
- ✦ In the **Editing Group**, click the **Find and Select** button (see illustration at right).
- ✦ When the list of options appears, click **Find**.
- ✦ The **Find and Replace** dialog box will open (see illustration below).



- ✦ Type **Arnett** in the **Find** box.
- ✦ Click the **Find Next** button.
- ✦ The Last Name, Arnett should be highlighted in the table.
- ✦ Click the **Close** button.
- ✦ Press the **Tab** key **four** times to move to the **Salary** column for **Tobie Arnett**.
- ✦ Change his **Salary** to a different amount.