**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 2016 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.
† When the list of options appears, click **Find**.
† The **Find and Replace** dialog box will open.

† 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.