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.