Editing Tools

Excel offers a variety of editing tools to help ensure that your worksheets are accurate, free from spelling errors, and well documented. In this lesson, we will learn about AutoCorrect and Spell Check, two features that can help you fix typing and spelling errors. We will also learn how to use Find and Replace, a great tool for finding and fixing data in a large worksheet. Finally, we will learn how to add comments to a worksheet in order to clarify the data or post reminders.

Using AutoCorrect

AutoCorrect can help you avoid common spelling mistakes and typographical errors as you type. Excel keeps a list of common misspellings called AutoCorrect entries. If you type a misspelling that is in the AutoCorrect list, Excel will replace the mistake with the correct word when you press Enter or hit the space bar.

AutoCorrect also enforces rules such as capitalizing the first word in a sentence (such as "this worksheet describes..."), capitalizing the names of days (monday Monday), and correcting two successive capital letters (BUdget Budget).

-	7 7	7 7	7
To modify AutoCorrect options, click File	Options	Proofing tab	AutoCorrect Options button:
5 1 7	1	U	1

General Formulas	Change how Excel corrects and formats your text.
Proofing	AutoCorrect options
Save	Change how Excel corrects and formats text as you type: <u>AutoCorrect Options</u>
Language	When correcting spelling in Microsoft Office programs
Advanced	Ignore words in UPPERCASE
Customize Ribbon	Ignore words that contain numbers
Quick Access Toolbar	 Ignore Internet and file addresses Flag repeated words

When the AutoCorrect dialog box appears, click the AutoCorrect tab. Here, you can configure a number of AutoCorrect behaviors by checking or clearing the various options. You can also browse to see what sort of text Excel will use for replacement as you type (such as (c) with ©):

toCorrect	AutoFormat As You Type	Smart Tags	Math AutoCorrect
Show Au	utoCorrect Options buttons		
Correct Capitaliz Capitaliz Correct	TWo INitial CApitals te first letter of sentences te names of days accidental use of cAPS LOC text as you type	K key	Exceptions
Replace:	With:		
(c)	©		
(r) (tm)	® TM		
abbout	 about		
	117	Add	Delete
		358785 S	

You can also add your own replacement combinations to this list by defining them using the Replace and With text boxes.

Using Spell Check

Spell check is an Excel editing feature that you can use to check your worksheets for spelling mistakes. It is much more comprehensive than the AutoCorrect feature, which is designed to quickly correct simple, common typos.

If you have used a word processing program such as Microsoft Office Word, you know that the program is capable of identifying words it thinks are misspelled. These words identified by a marker of some sort; in Microsoft Word they are defined with a red squiggle underline.

On the other hand, Excel does not track cell content for misspelled words. This is because spreadsheets are often filled with abbreviations, acronyms, people's names, and other things that are not part of a standard spell checking library, so Excel simply doesn't bother to check. However, you can still check spelling in your worksheet.

When you invoke spell check, Excel will compare the words in your worksheet against a library of correct spellings for your language/dialect. If a word is not found in the dictionary, you can choose a substitute to replace it or add the unknown word to the dictionary so it will no longer be a spelling error.

To spell check a worksheet, click cell A1 and then click Review \rightarrow Spelling. You can also use the

F7 keyboard shortcut:

File	Home Ins	ert Page l	ayout	Formulas	Data	Review
Spelling Re	search Thesauru roofing	us Translate Language	Nev Comm	v Delete Pre	vious Next	Sho
90 (720 - 38	7)		fx S	tephanie		
Spelling (F	1)			-		
Spelling (F Check the	e spelling of text	t.	D	E	F	G
Check the Steph	r, e spelling of text anie	t.	D	E	F	G
Spelling (F Check the Stepha 2 Monda	e spelling of text anie ae	t.	D	E	F	G
Spelling (F Check the Stepha 2 Monda 3 Teusd	e spelling of text anic ae ay	t	D	E	F	G

To spell check only a selection of cells, select a range of cells and then click the Spelling button.

In either case, if the spell checker finds a word that is not in its dictionary, you will see the Spelling dialog box:

	A	В	С	D	E	F	G	Н	1
1	Stephanie	_							
2	Mondae	Spel	ling: English (U	.S.)				8	X
3	Teusday	-	in Diskingang						
4	appple	Mo	n <u>D</u> ictionary:				1	Tenero Or	
5		MO	nuae					Ignore Or	ice
6								Ignore A	
7								Add to Dictio	
8								Add to Dictio	
9		Sug	gestio <u>n</u> s: odala					Charles	
10		Mo	nday				Â		
11		Mu	ndie nades				E	Change /	VI L
12		Mo	nad					AutoCom	
13		Mu	ndane	-			-	Autocome	-
14		Dict	ionary language	English	(U.S.)		•		
15			Options]		Und	lo Last	Cancel	
16			7.7 41535355828	1			ICNOSSIC		
17		100		_					

You can choose to ignore this word, replace it from a list of suggested words, or add it to the dictionary so it will no longer be interpreted as a mistake. You can also click the AutoCorrect button to enter the mistake and replacement word into the AutoCorrect list.

When the spell checker is finished, it will alert you:

he spelling check is complete for the entire sheet.

Using Find and Replace

You can search a selection of cells or a worksheet for a particular word or number by using the Find and Replace feature. Click Home Find & Select or press Ctrl + F:



Either action will display the Find and Replace dialog box:

Find	Replace		
Find what:	Î		
	1		100
			Options >>

As you can see, there are two tabs, Find and Replace. We'll discuss Find first.

To use the Find command, type what you want to find in the text field (the pull-down list contains recently used search terms) and click the Find All button or the Find Next button. If you click Find All, Excel will provide a list of cell references that contain a match for the search term. If you click Find Next, you can jump to the next cell that contains a match for the search term.

If you click the Options button, you have more options to refine your search:

Find	Replace		
Fi <u>n</u> d wha	it:	▼ No Format Set Format ▼	
Wit <u>h</u> in:	Sheet	Match case	
CRISE?	By Rows	Match entire cell contents	
Search:	247 - 12 COL ST 1		

You can now choose to search via formatting, within a sheet or workbook, by rows or columns, or by matching the case, all by making selections in the combo boxes.

If you click the Replace tab, you have the option to search for one thing and replace it with something else. You also can jump directly to this tab by pressing Ctrl + H:

Fin <u>d</u> Repl	ace		
Find what:			•
			Ontions >>
			Op <u>b</u> ons //

If any instances of the search criteria entered in the "Find what" text field are found, they can be replaced with whatever is written in the "Replace with" text field. All you have to do is click the Replace button each time Excel finds something.

If you click the Replace All button, Excel will replace every instance of the word or number it finds with the replacement term, without waiting for you to click Replace for each one. This feature is useful when correcting errors with proper names or abbreviations.

Find	Replace						
Fi <u>n</u> d wha	t:			-	No Format Set	Format	•
Replace	with:			-	No Format Set	Format	•
Wit <u>h</u> in:	Sheet	•	Match g	ase			
<u>S</u> earch:	By Rows	•	Match e	entire ce	ell c <u>o</u> ntents		
Look in:	Formulas	-				Options <	<<

Find Next

Close

Click the Options button to replace items in the same fashion as we discussed with the Find tab:

Adding Comments

Replace All

Replace

Sometimes it is necessary to include explanations for data or formulas, especially if your spreadsheet is very complex. Comments allow you to place explanations or definitions where ever you need them in your spreadsheet. Comments are also useful when editing or sharing files with others. You can leave these virtual "sticky notes" in the workbook to ask others for clarification or to check the validity of the workbook.

Find All

If a cell contains a comment, there will be a small red triangle in the upper right-hand corner:

		A	В	С	D
	1	Mass	Volume	Density	
	2	245	22	11.13636	
4	3	698	58	12.03448	
	4	145	81	1.790123	
	5				

To view a comment, just point to it with your mouse:

	A	В	С	D	E	F
1	Mass	Volume	Density	Velsoft	3	
2	245	22	11.13636	Density	is defined a	s the
3	698	58	12.03448	by its vo	Indea	
4	145	81	1.790123			
5						

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It's easy to insert comments into your worksheet. Just choose a cell to comment and click Review New Comment **or** right-click the cell Insert Comment:



A comment box will appear with your profile name and a flashing cursor. Type whatever you like into the comment:

	А	В	С	D	E			
1	Mass	Volume	Velsoft:					
2	245	22	The volur	The volume of a square object is length x width x height.				
3	698	58	x height.					
4	145	81						
5			Canana and C	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			

You can resize the comment box by moving clicking and dragging the round handles around the edge of the box:

	А	В	С	D	E	F	G	
1	Mass	Volume	Co Velsoft:	010.010101		1		
2	245	22	The volu	The volume of a square		i.		•
3	698	58	x height.					
4	145	81						
5			Ölenen		O man			
6								
7								
8						······································		
9								
10								
11								

You can change the name to whatever you want by clicking on it and typing a new name. You can also click in the main body of the box and type the comment or explanation that you need. When you are finished, click outside the comment box. The cell will now contain a red triangle and be marked with a comment:

1	A	В	С
1	Mass	Volume	Density
2	245	22	11.13636
3	698	58	12.03448
4	145	81	1.790123

If you ever need to edit a comment, right-click the commented cell and click Edit Comment or Delete Comment. Clicking the Edit Comment option will open the comment box for editing, while clicking the Delete option will remove the comment and the small red triangle from the cell:

