

Editing Tools

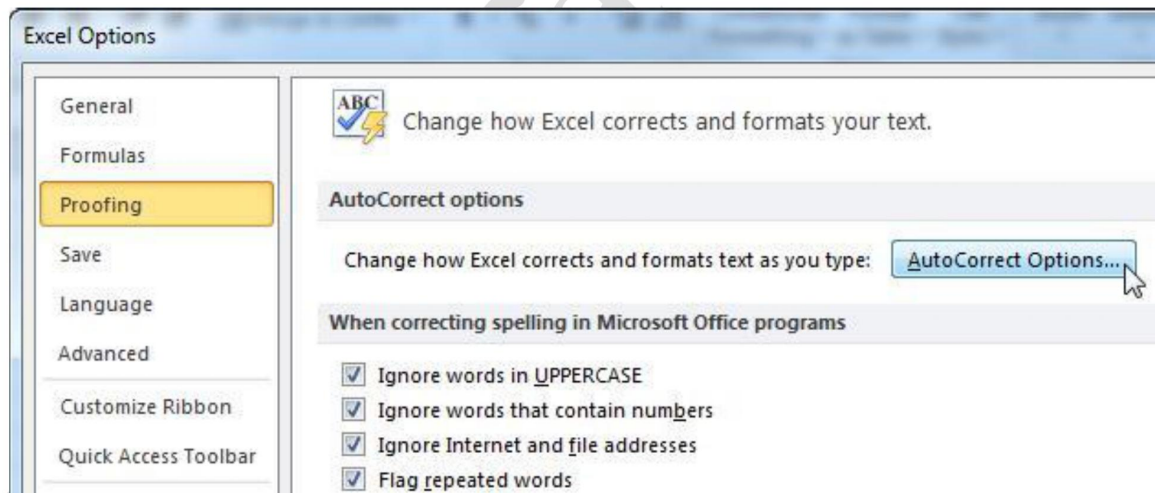
Excel offers a variety of editing tools to help ensure that your worksheets are accurate, free from spelling errors, and well documented. In this lesson, we will learn about AutoCorrect and Spell Check, two features that can help you fix typing and spelling errors. We will also learn how to use Find 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

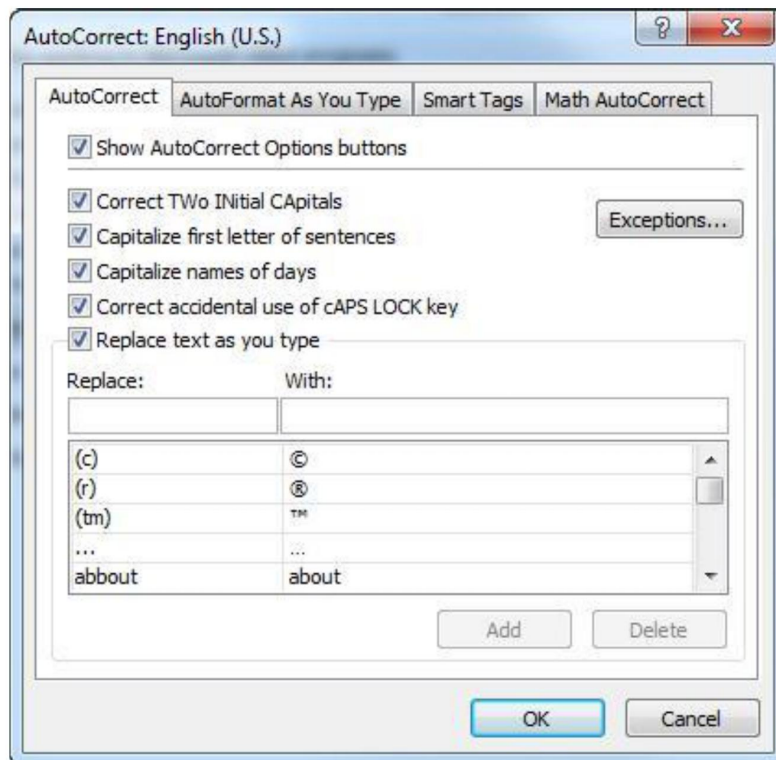
AutoCorrect can help you avoid common spelling mistakes and typographical errors as you type. Excel keeps a list of common misspellings called AutoCorrect entries. If you type a misspelling that is in the AutoCorrect list, Excel will replace the mistake with the correct word when you press Enter or hit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

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

To modify AutoCorrect options, click File → Options → Proofing tab → AutoCorrect Options button:



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 ©):



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

Using Spell Check

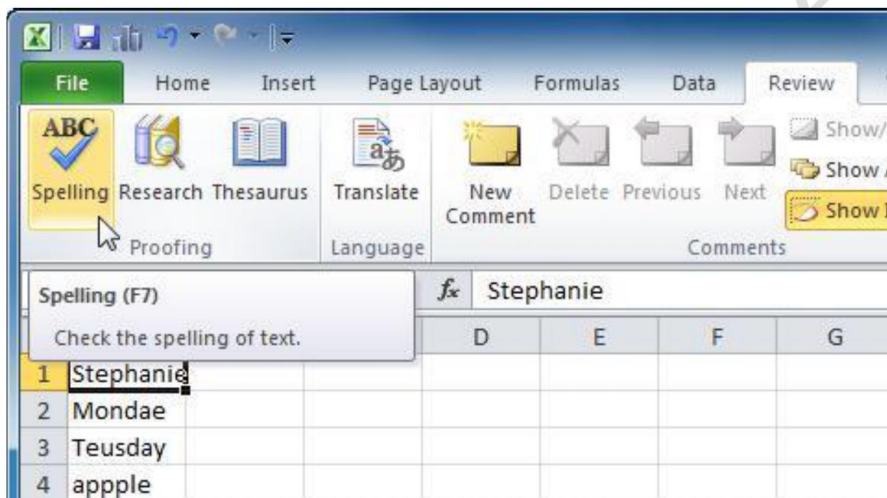
Spell check is an Excel editing feature that you can use to check your worksheets for spelling mistakes. It is much more comprehensive than the AutoCorrect feature, which is designed to quickly correct simple, common typos.

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.

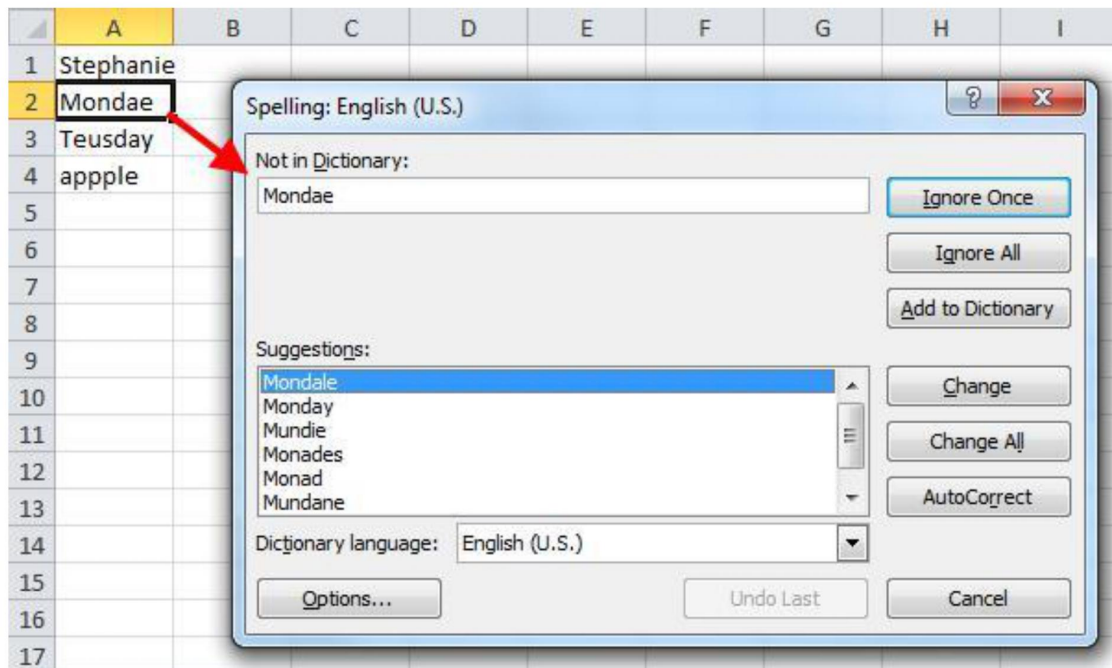
When you invoke spell check, Excel will compare the words in your worksheet against a library of correct spellings for your language/dialect. If a word is not found in the dictionary, you can choose a substitute to replace it or add the unknown word to the dictionary so it will no longer be a spelling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

To spell check a worksheet, click cell A1 and then click Review → Spelling. You can also use the F7 keyboard shortcut:



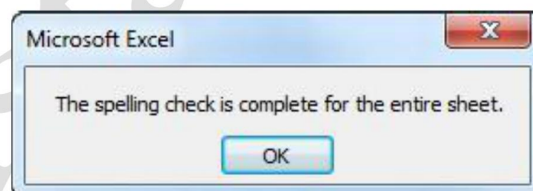
To spell check only a selection of cells, select a range of cells and then click the Spelling button.

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



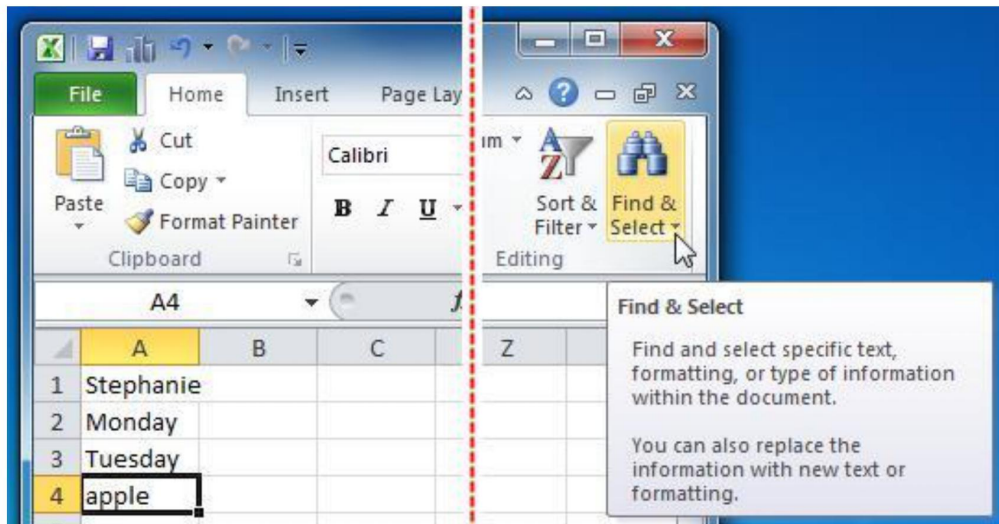
You can choose to ignore this word, replace it from a list of suggested words, or add it to the dictionary so it will no longer be interpreted as a mistake. You can also click the AutoCorrect button to enter the mistake and replacement word into the AutoCorrect list.

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

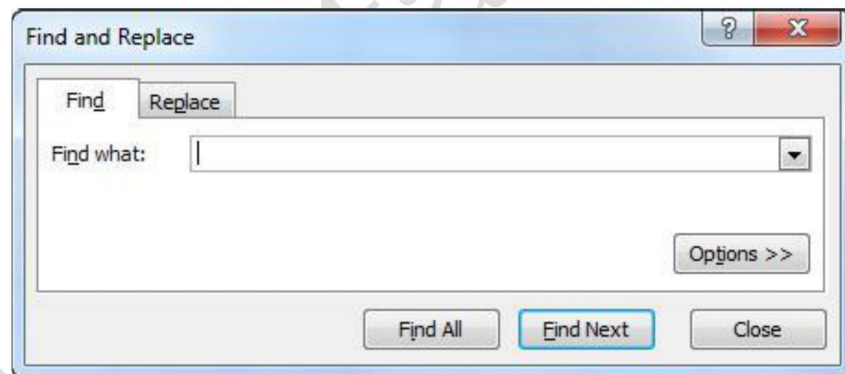


Using Find and Replace

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:



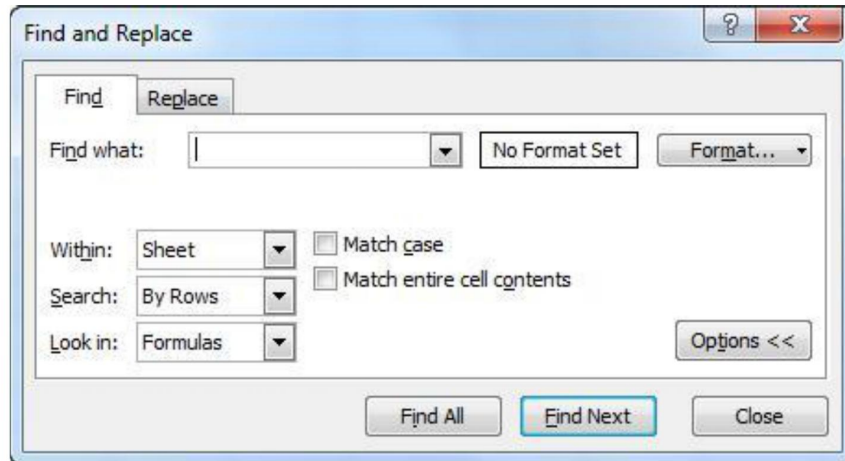
Either action will display the Find and Replace dialog box:



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

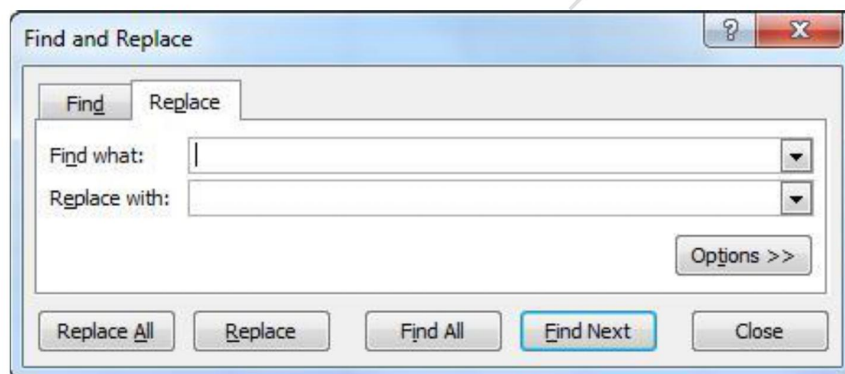
To use the Find command, type what you want to find in the text field (the pull-down list contains recently used search terms) and click the Find All button or the Find Next button. **If you click Find All**, Excel will provide a list of cell references that contain a match for the search term. **If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



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.

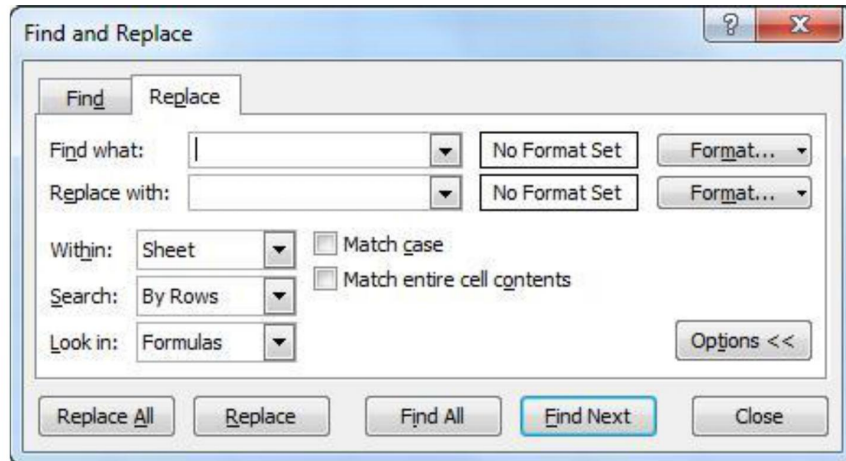
If you click the Replace tab, you have the option to search for one thing and replace it with something else. You also can jump directly to this tab by pressing Ctrl + H:



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.

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



Adding Comments

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.

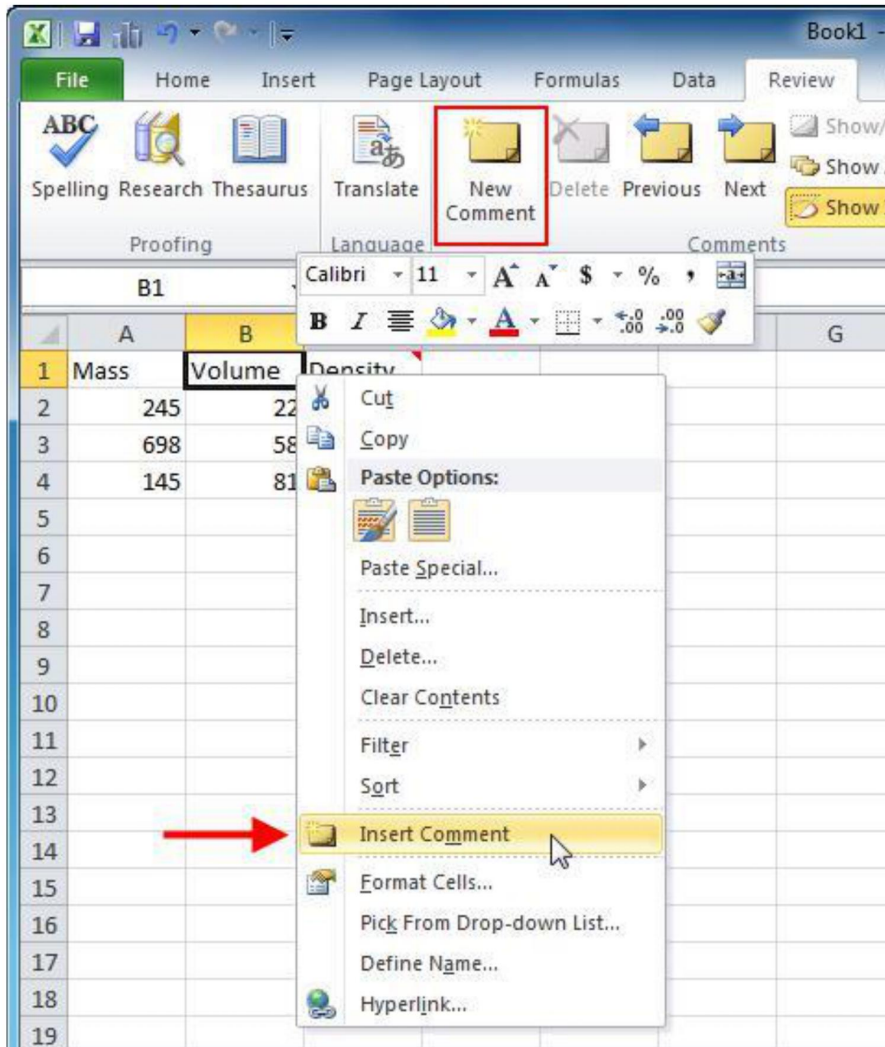
If a cell contains a comment, there will be a small red triangle in the upper right-hand corner:

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

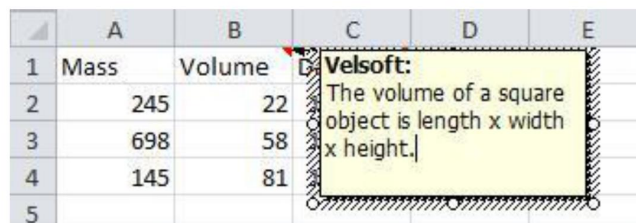
To view a comment, just point to it with your mouse:

	A	B	C	D	E	F
1	Mass	Volume	Density	Velsoft: Density is defined as the mass of an object divided by its volume.		
2	245	22	11.13636			
3	698	58	12.03448			
4	145	81	1.790123			
5						

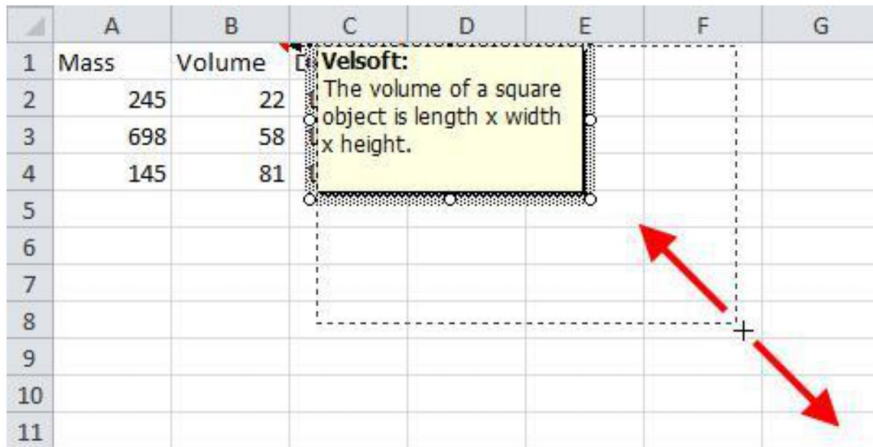
It's easy to insert comments into your worksheet. Just choose a cell to comment and click Review → New Comment or right-click the cell → Insert Comment:



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



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



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:

	A	B	C
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:

