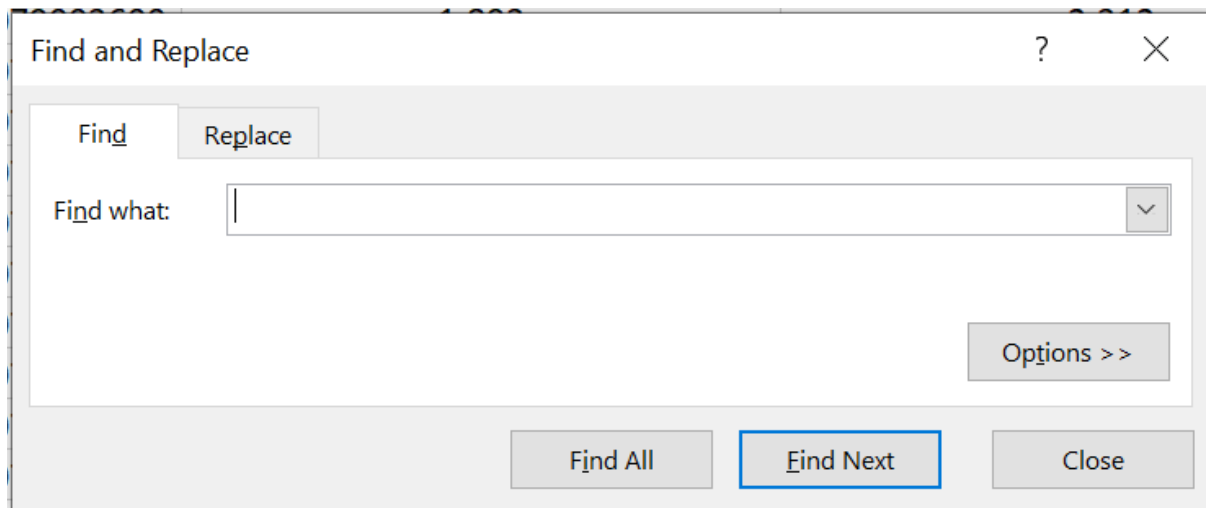


How to search for a specific entry in Microsoft Excel:

Step 1. Highlight the area of the spreadsheet you would like to search. If you want to search the entire spreadsheet, just have one cell selected.

Step 2. On your keyboard, press “Ctrl + F” at the same time. If you’re using an Apple computer, the keys will be “Command⌘ + F”.



Step 3. In the “Find what:” text box, type the value you are looking for.

Step 4. Click “Find All” if you want to see every time the value appears in the spreadsheet. Click “Find Next” if you want to see each instance one at a time.

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