

**Course  
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Test Series**

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**Self-Made Assignment - MS Excel**

**Using Find and Replace and Spellcheck in Large Dataset in MS Excel**

**Using Find and Replace and Spell Check in MS Excel**

Below is the dataset that includes errors requiring correction using Find and Replace and Spell Check.

Employee ID	Name	Department	Salary	Comments	Find and Replace	Spell Check
101	John Doo	Finance	\$45,000	Exellent performance		
102	Sarah Smth	HR	\$50,000	High acheiver		
103	James Bron	IT	\$47,000	Needs improvment		
104	Alice Cooper	Finance	\$48,000	Good communication skills		
105	Robert Jonson	IT	\$46,000	Requires immediat training		
106	Micheal Cartr	HR	\$49,500	Acheived targets		

**Task 1: Using Find and Replace**

- Use the **Find and Replace** tool to make the following corrections:
  - Replace "Jonson" with "Johnson."
  - Replace "immediat" with "immediate."
  - Replace "acheiver" with "achiever."
  - Replace all occurrences of "Finance" with "Accounting."

**Task 2: Using Spell Check**

- Use the **Spell Check** tool to correct the following misspellings:
  - "Doo" should be corrected to "Doe."
  - "Smth" should be corrected to "Smith."
  - "Acheived" should be corrected to "Achieved."
  - "Comunication" should be corrected to "Communication."
  - "Exellent" should be corrected to "Excellent."
  - "Improvment" should be corrected to "Improvement."

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