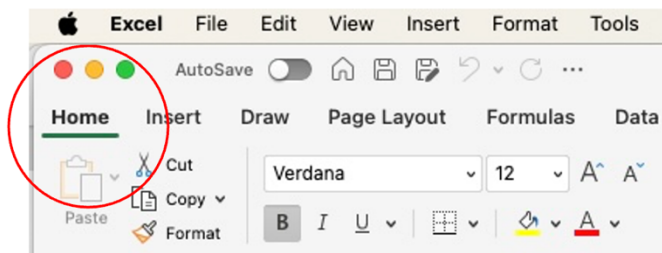


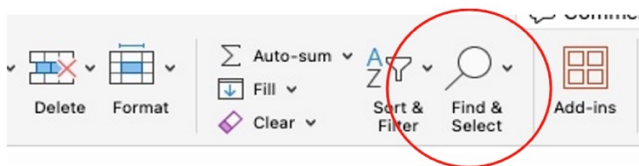
How to use Find in Excel

There may be minor differences between the screenshots displayed below and what you see on your computer. This may depend on the software version installed on your computer and if your computer is a PC or Apple Mac.

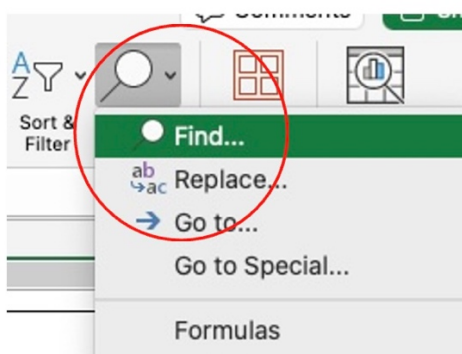
1. Open the Excel spreadsheet titled LibraryCatalogueEmbroiderersGuildACT.
2. Select the **Home** menu.



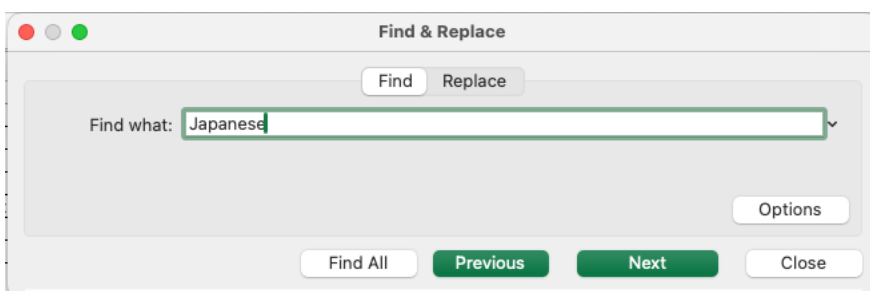
3. Locate the **Editing** group on the ribbon menu, click **Find & Select** (located on the right-hand side).
Result: the **Find & Select** drop down menu will display.



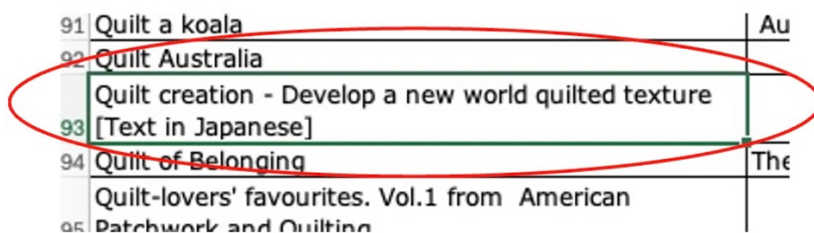
4. From the **Find & Select** drop down menu, click **Find...** **Result:** the **Find & Replace** window will display.



5. In the **Find what:** field, type the text that you want to find and press **Return/Enter** on the keyboard.



6. The results are displayed in a cell with the highlighted border.



The image shows a table with search results. The table has two columns: the first column contains a list of search results, and the second column contains the author's name. The row containing the text 'Quilt creation - Develop a new world quilted texture [Text in Japanese]' is highlighted with a green border. A red oval is drawn around the entire table area.

91	Quilt a koala	Au
92	Quilt Australia	
93	Quilt creation - Develop a new world quilted texture [Text in Japanese]	
94	Quilt of Belonging	The
95	Quilt-lovers' favourites. Vol.1 from American Patchwork and Quilting	

7. Click the **Next** or **Previous** buttons to view more than one matching search result.

8. To try a difference search, delete the text in the **Find what:** field and repeat steps 5-6.