

**Course  
&  
Test Series**

 **CBSE**

 **ICSE**

 **NTSE**

 **Banking &  
Insurance**

 **Central Govt.  
Service**

 **State Govt.  
Services**

 **LAW  
Entrance**

 **MBA  
Entrance**

 **Railways & Metro  
Services**

**...many more**

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**Self-Made Assignment - MS EXCEL**

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

**Dataset:**

Employee ID	Name	Department	Designation	City	Salary
101	Aman Kumar	Sales	Sales Excutive	Mumbia	50000
102	Priya Seth	Marketing	Markting Manager	Delhii	70000
103	Raj Malhotra	HR	HR Asistant	Kolkotta	55000
104	Sonia Mehta	IT	Softwre Engineer	Banglore	80000
105	Rohit Verma	Sales	Sales Excutive	Pune	52000
106	Meera Joshi	Finance	Accountant	Chennai	60000
107	Vikram Singh	IT	System Anlyst	Hydrabad	75000
108	Ritu Sharma	HR	HR Asistant	Banglore	58000
109	Kunal Shah	Marketing	Markting Manager	Mumbia	72000
110	Sneha Roy	Finance	Accountant	Kolkotta	62000
111	Arjun Yadav	IT	System Anlyst	Delhii	77000
112	Pooja Agarwal	Sales	Sales Excutive	Hydrabad	54000
113	Nikhil Gupta	IT	Softwre Engineer	Chennai	85000
114	Simran Kaur	HR	HR Asistant	Banglore	59000
115	Varun Khanna	Finance	Accountant	Pune	61000
116	Tarun Malhotra	Sales	Sales Excutive	Mumbia	53000
117	Deepak Mehta	IT	System Anlyst	Hydrabad	74000
118	Kavita Nair	HR	HR Asistant	Kolkotta	56000

**Tasks:**

**Using Find & Replace:**

- Correct spelling errors in the **City** column:
  - "Mumbia" → "Mumbai"
  - "Delhii" → "Delhi"
  - "Kolkotta" → "Kolkata"
  - "Banglore" → "Bangalore"
  - "Chennai" → "Chennai"
  - "Hydrabad" → "Hyderabad"

**Using Spell Check:**

- Run **Spell Check (F7)** on the dataset.
- Correct all spelling errors found.
- Note down how many spelling errors were detected.

**Find & Replace:**

Find all employees in the "Sales" department and replace their department name with "Sales & Marketing".

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

**Resultant Dataset:**

Employee ID	Name	Department	Designation	City	Salary
101	Aman Kumar	Sales & Marketing	Sales & Marketing Executive	Mumbai	50000
102	Priya Seth	Marketing	Marketing Manager	Delhi	70000
103	Raj Malhotra	HR	HR Assistant	Kolkata	55000
104	Sonia Mehta	IT	Software Engineer	Bangalore	80000
105	Rohit Verma	Sales & Marketing	Sales & Marketing Executive	Pune	52000
106	Meera Joshi	Finance	Accountant	Chennai	60000
107	Vikram Singh	IT	System Analyst	Hyderabad	75000
108	Rita Sharma	HR	HR Assistant	Bangalore	58000
109	Kunal Shah	Marketing	Marketing Manager	Mumbai	72000
110	Sneha Roy	Finance	Accountant	Kolkata	62000
111	Arjun Yadav	IT	System Analyst	Delhi	77000
112	Pooja Agarwal	Sales & Marketing	Sales & Marketing Executive	Hyderabad	54000
113	Nikhil Gupta	IT	Software Engineer	Chennai	85000
114	Simran Kaur	HR	HR Assistant	Bangalore	59000
115	Varun Khanna	Finance	Accountant	Pune	61000
116	Taron Malhotra	Sales & Marketing	Sales & Marketing Executive	Mumbai	53000
117	Deepak Mehta	IT	System Analyst	Hyderabad	74000
118	Kavita Nair	HR	HR Assistant	Kolkata	56000