

# MICROSOFT EXCEL

MICROSOFT EXCEL



Using  
Find & Replace

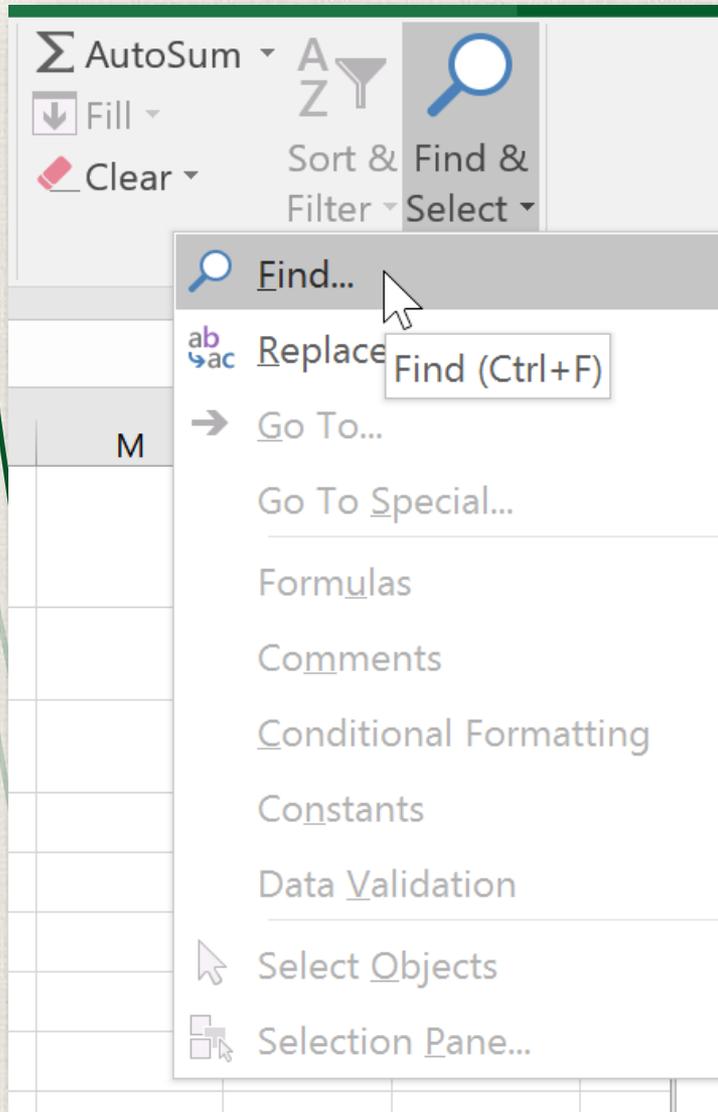
# Contents

- Introduction
  - To find content
  - To replace cell content
- Practice

# Introduction

- ▶ When working with a lot of data in Excel, it can be difficult and time consuming to locate specific information. You can easily search your workbook using the **Find** feature, which also allows you to modify content using the **Replace** feature.

# Finding content



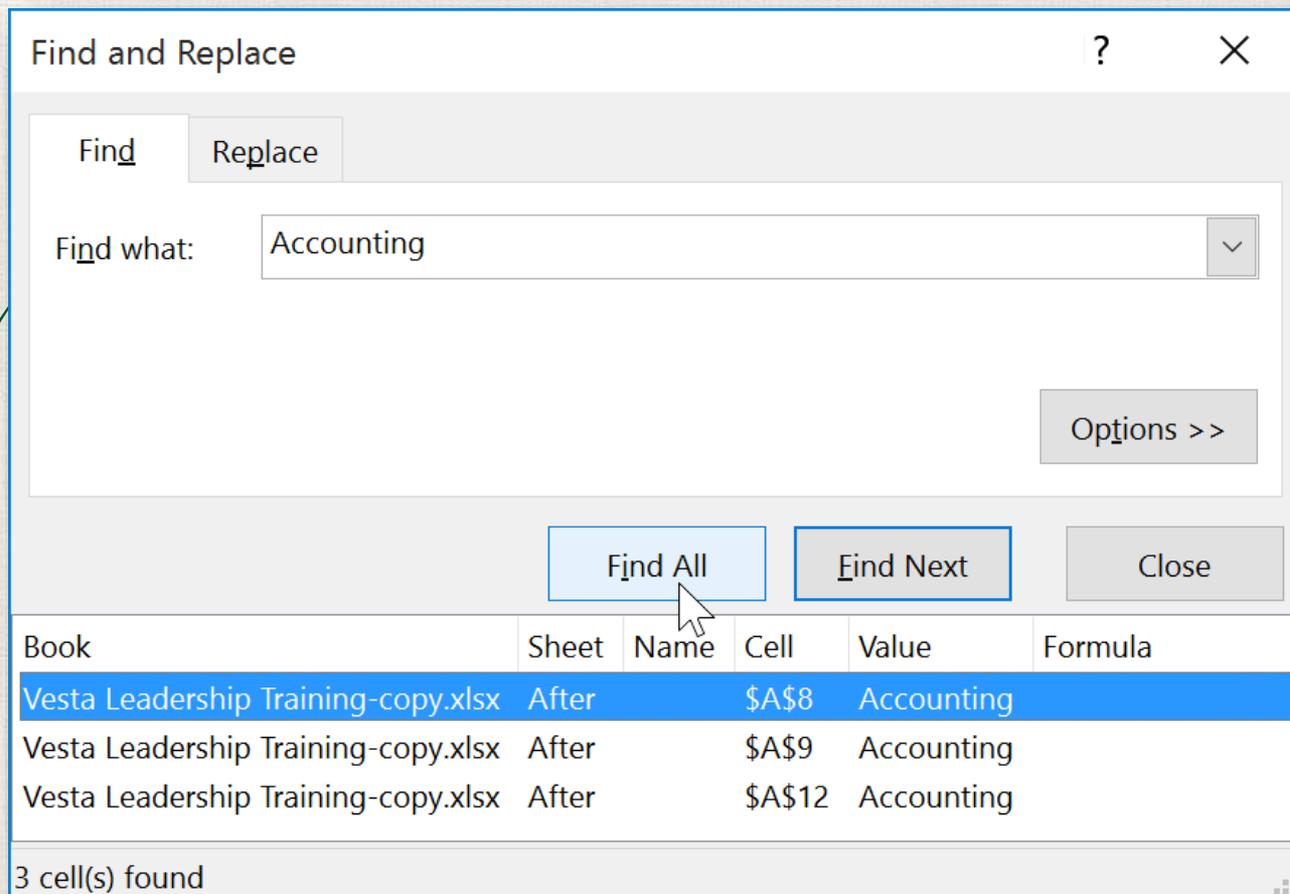
In our example, we'll use the Find command to locate a specific department in this list.

1. From the **Home** tab, click the **Find and Select** command, then select **Find** from the drop-down menu.



# Finding content

4. Click **Find Next** to find further instances or **Find All** to see every instance of the search term.



Find and Replace

Find Replace

Find what: Accounting

Options >>

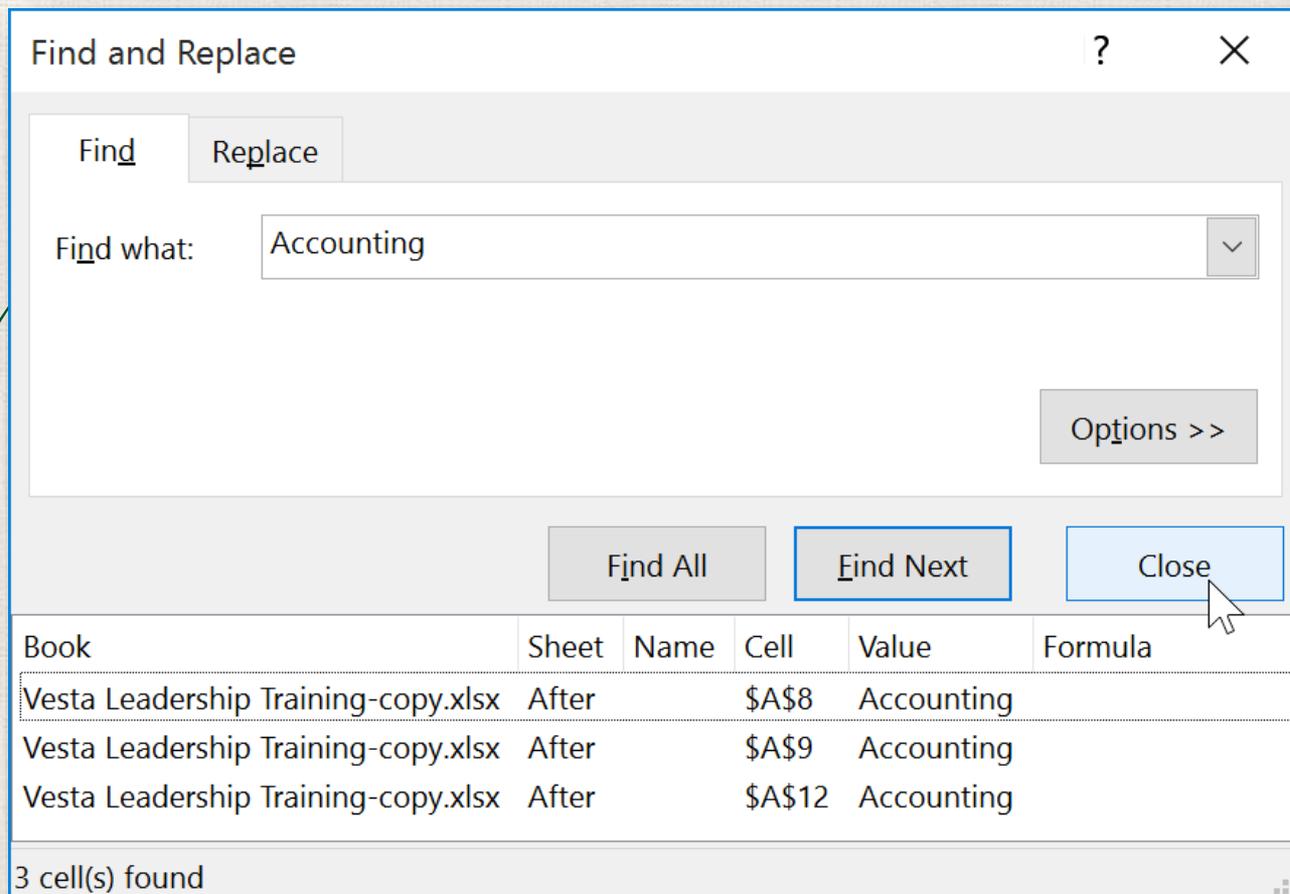
Find All Find Next Close

Book	Sheet	Name	Cell	Value	Formula
Vesta Leadership Training-copy.xlsx	After		\$A\$8	Accounting	
Vesta Leadership Training-copy.xlsx	After		\$A\$9	Accounting	
Vesta Leadership Training-copy.xlsx	After		\$A\$12	Accounting	

3 cell(s) found

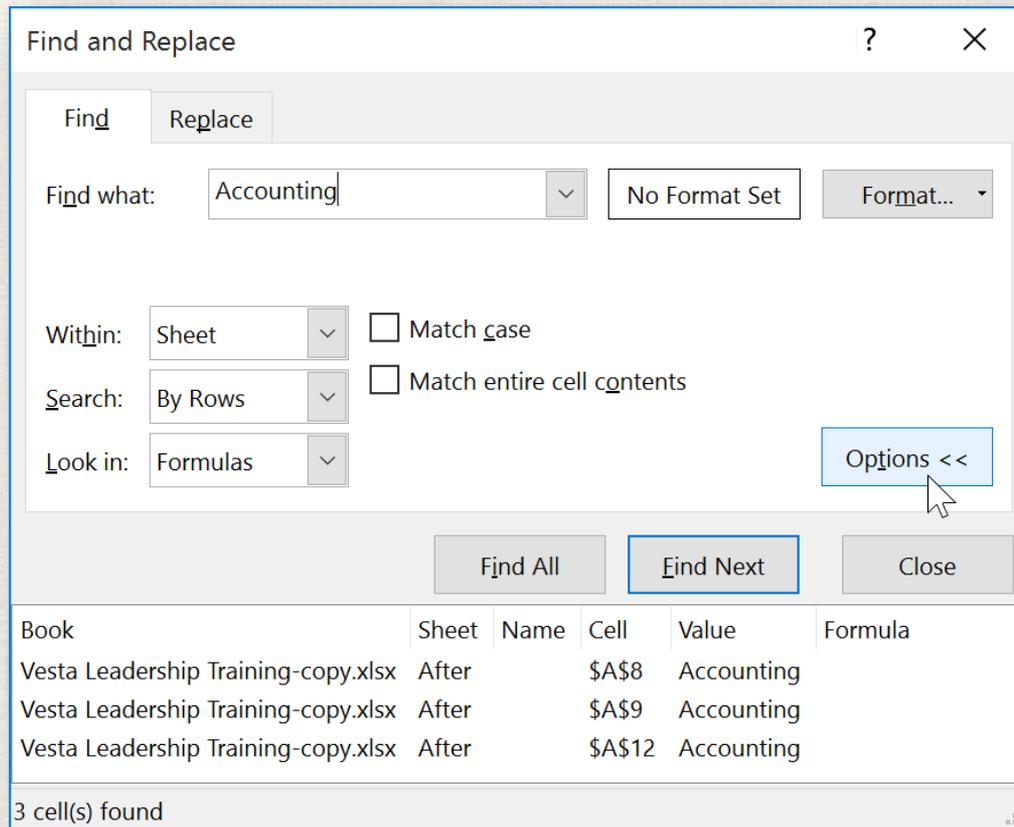
# Finding content

5. When you are finished, click **Close** to exit the Find and Replace dialog box.



# Finding content

- ❖ You can also access the Find command by pressing **Ctrl+F** on your keyboard.
- ❖ Click **Options** to see advanced search criteria in the Find and Replace dialog box.



Find and Replace

Find Replace

Find what: Accounting No Format Set Format...

Within: Sheet  Match case

Search: By Rows  Match entire cell contents

Look in: Formulas Options <<

Find All Find Next Close

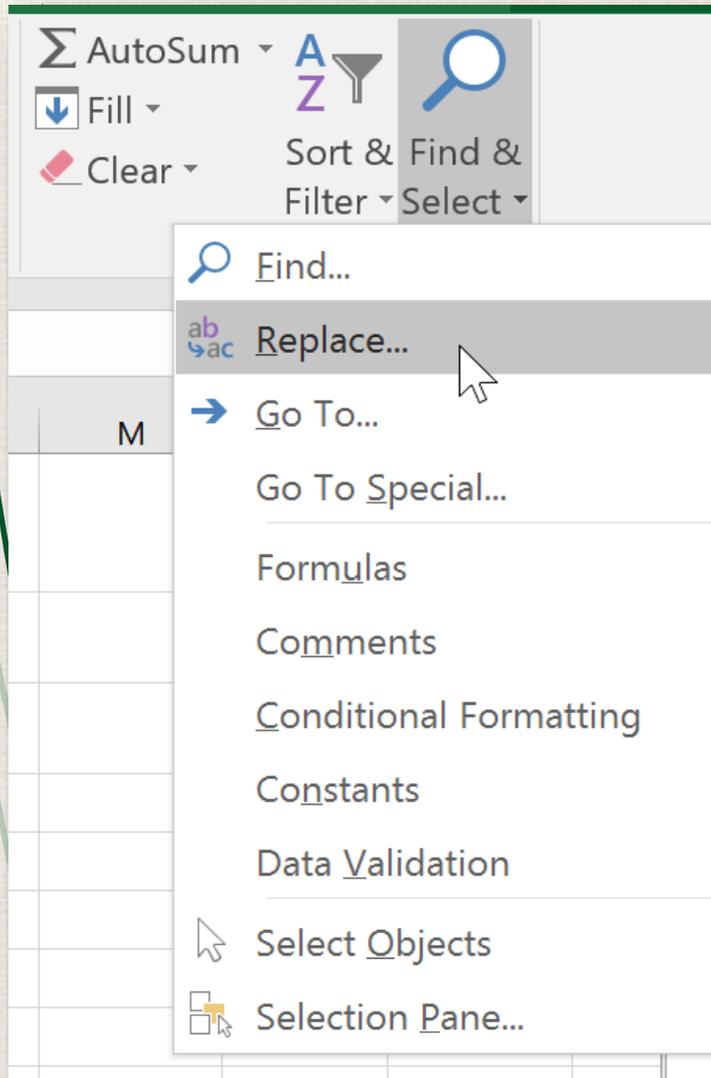
Book	Sheet	Name	Cell	Value	Formula
Vesta Leadership Training-copy.xlsx	After		\$A\$8	Accounting	
Vesta Leadership Training-copy.xlsx	After		\$A\$9	Accounting	
Vesta Leadership Training-copy.xlsx	After		\$A\$12	Accounting	

3 cell(s) found

# Replacing cell content

- ▶ At times, you may discover that you've repeatedly made a mistake throughout your workbook (such as misspelling someone's name) or that you need to exchange a particular word or phrase for another. You can use Excel's **Find and Replace** feature to make quick revisions. In our example, we'll use Find and Replace to correct a list of department names.

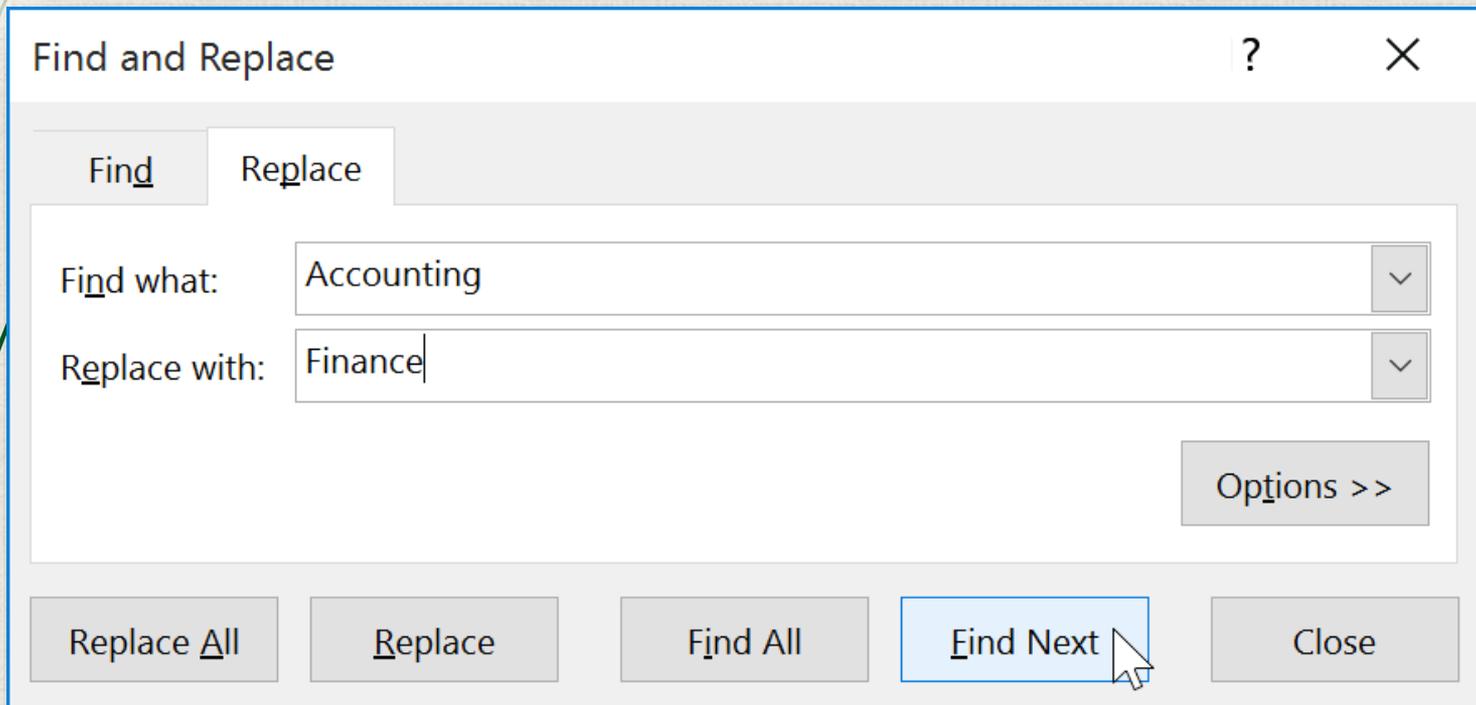
# Replacing cell content



1. From the **Home** tab, click the **Find and Select** command, then select **Replace** from the drop-down menu.

# Replacing cell content

2. The **Find and Replace** dialog box will appear. Type the text you want to find in the **Find what:** field.
3. Type the text you want to replace it with in the **Replace with:** field, then click **Find Next**.



# Replacing cell content

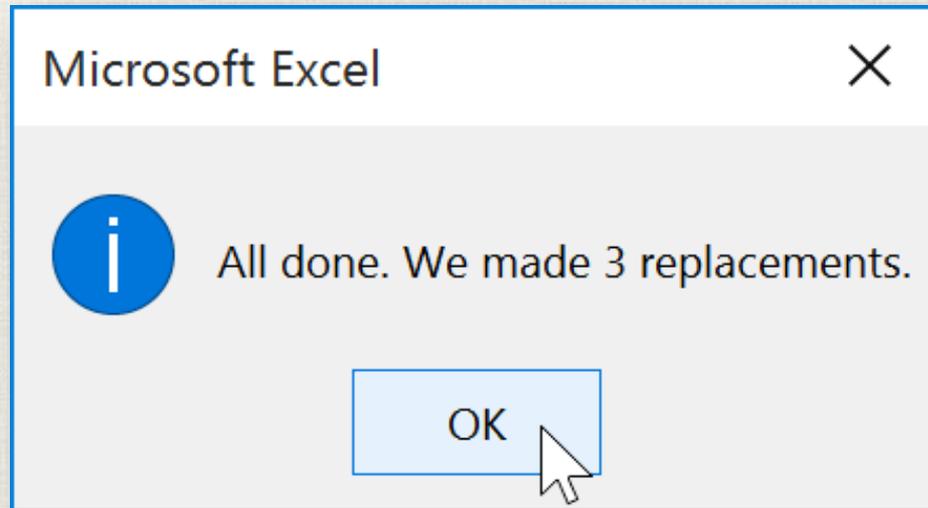
4. If the content is found, the cell containing that content will be **selected**.
5. **Review** the text to make sure you want to replace it.
6. If you want to replace it, select one of the **replace** options. Choosing **Replace** will replace individual instances, while **Replace All** will replace every instance of the text throughout the workbook. In our example, we'll choose this option to save time.

The screenshot shows an Excel spreadsheet with a 'Find and Replace' dialog box open. The spreadsheet has columns for Department, First Name, Last Name, Username, Part 1, Part 2, and Part 3. The 'Find and Replace' dialog box is set to 'Replace' mode, with 'Find what:' set to 'Accounting' and 'Replace with:' set to 'Finance'. The 'Replace All' button is highlighted with a mouse cursor.

	Department	First Name	Last Name	Username	Part 1	Part 2	Part 3
4							
5	Sales	Walter	Bishop	waltbi	Y	Y	Y
6	Sales	H					
7	Claims	J					
8	Finance	W					
9	Accounting	L					
10	Claims	M					
11	Marketing	M					
12	Accounting	E					
13	HR	A					
14	HR	B					
15	Sales	M					
16	Claims	M					

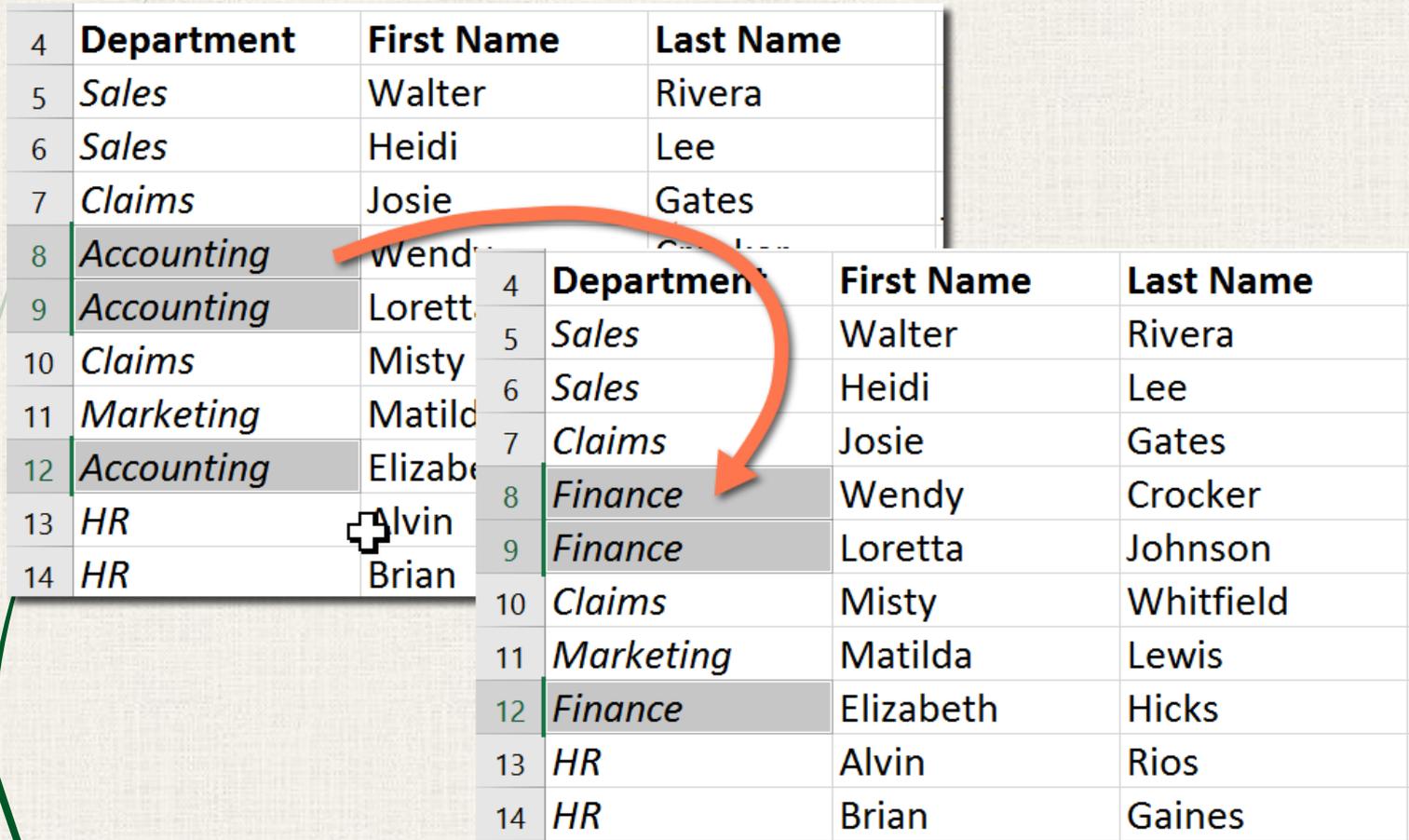
# Replacing cell content

7. A dialog box will appear, confirming the number of replacements made. Click **OK** to continue.



# Replacing cell content

8. The selected cell content will be **replaced**.



The diagram illustrates the process of replacing cell content in a table. It shows two overlapping table views. The top table represents the initial state, and the bottom table represents the state after replacement. A red arrow points from the selected cell in the top table to the new value in the bottom table.

	Department	First Name	Last Name
4	Sales	Walter	Rivera
5	Sales	Heidi	Lee
6	Claims	Josie	Gates
7	Accounting	Wendy	Crocker
8	Accounting	Loretta	Johnson
9	Claims	Misty	Whitfield
10	Marketing	Matilda	Lewis
11	Accounting	Elizabeth	Hicks
12	HR	Alvin	Rios
13	HR	Brian	Gaines

	Department	First Name	Last Name
4	Sales	Walter	Rivera
5	Sales	Heidi	Lee
6	Claims	Josie	Gates
7	Finance	Wendy	Crocker
8	Finance	Loretta	Johnson
9	Claims	Misty	Whitfield
10	Marketing	Matilda	Lewis
11	Finance	Elizabeth	Hicks
12	HR	Alvin	Rios
13	HR	Brian	Gaines

# Replacing cell content

9. When you are finished, click Close to exit the Find and Replace dialog box.

4	Department	First Name	Last Name	Username	Part 1	Part 2	Part
5	Sales	Walter	Rivera	wrivera	X	X	X
6	Sales	Heidi	Lee	hlee	X	X	
7	Claims	J					
8	Finance	V					
9	Finance	L					
10	Claims	M					
11	Marketing	M					
12	Finance	E					
13	HR	A					
14	HR	E					
15	Sales	M					
16	Claims	M					
17	Claims	M					
18							

Find and Replace

Find Replace

Find what: Accounting

Replace with: Finance

Options >>

Replace All Replace Find All Find Next Close

Generally, it's best to avoid using **Replace All** because it doesn't give you the option of skipping anything you don't want to change. You should only use this option if you're absolutely sure it won't replace anything you didn't intend it to.

# Practice

- Open our **practice workbook**.
- Click the **Challenge** tab in the bottom-left of the workbook.
- Crystal Lewis was married and changed her last name to Taylor. Use **Find and Replace** to change Crystal's last name from **Lewis** to **Taylor**. Be careful to **only** change Crystal's last name!
- Find and replace **Bio** with **Biology**. Be careful **not** to change the major Biomedical Engineering!
- Use **Find and Replace All** to replace the **Physics** major to **Physical Science**.

# Solution

	A	B	C	D	E	F
1	 <b>Winston College First Responder Training</b>					
2	<b>Student Name</b>	<b>Gender</b>	<b>Major</b>	<b>CPR</b>	<b>First-Aid</b>	<b>AED</b>
3	Jackson Collier	M	Math	X		X
4	Ming Li	F	Biomedical Engineering	X	X	
5	Sriya Patel	F	Women's Studies		X	X
6	Sadie Locke	F	Engineering	X		X
7	Maxine Germaine	F	Textiles	X	X	
8	John Carter	M	Math			
9	Porter Talia	M	Women's Studies	X		X
10	Jessica Jimenez	F	English	X	X	X
11	Joseph Lewis	M	Art		X	X
12	Kelly Greene	F	Engineering	X	X	X
13	Emerald D'Agostino	F	Biology		X	
14	Alyssa Jackson	F	Biology	X	X	
15	Tia Polero	F	Physical Science	X	X	
16	Richard Kim	M	Physical Science	X	X	X
17	Quentin Cutter	M	Biology		X	X
18	Joshua Brandt	M	Art	X		X
19	Crystal Taylor	F	Textiles	X	X	
20	Portia Keller	F	Math	X	X	
21	Marques Quentin	M	Biomedical Engineering	X	X	X
22	Asal Skasireddy	M	Physical Science	X		
23	Karen Greenwood	F	Women's Studies		X	X
24	Jackie Cranston	F	Biology	X		X
25	Martin Fuller	M	Physical Science		X	



**THE END**

THE END