

# Microsoft Excel - Find & Replace



## Find & Replace

The find and replace commands are used to find specific data that has been entered into the cells in the Excel sheet.

Find can be used to find data one cell at a time, or display all the cells with the criteria you are looking for.

The replace command will allow you to search for a specific entry and replace with another:

**Example** Find 'UK' and Replace with 'United Kingdom' (view step 13 for instructions)

## Using the Find command.

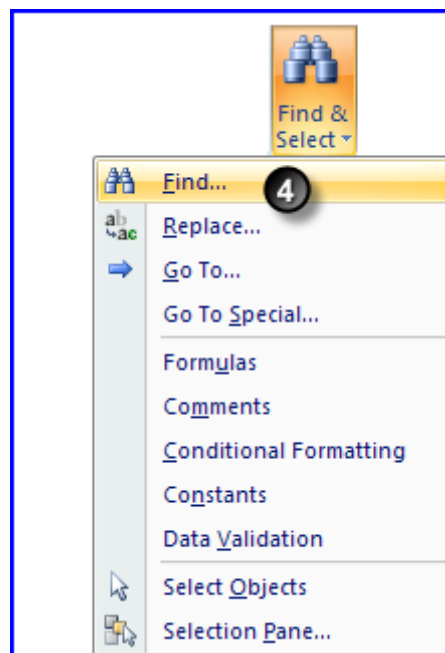
Click in the column that you wish to search in.

It is quicker to select the column that you wish to search in otherwise Excel will search all the cells on the sheet.

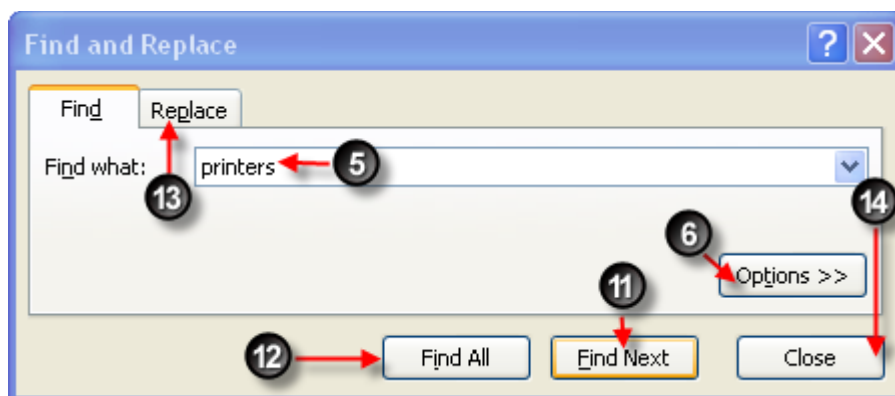
Select the **Home Tab** from the Ribbon  
Click on the **Find & Select** Button, select from the drop down Find



Select **Find**



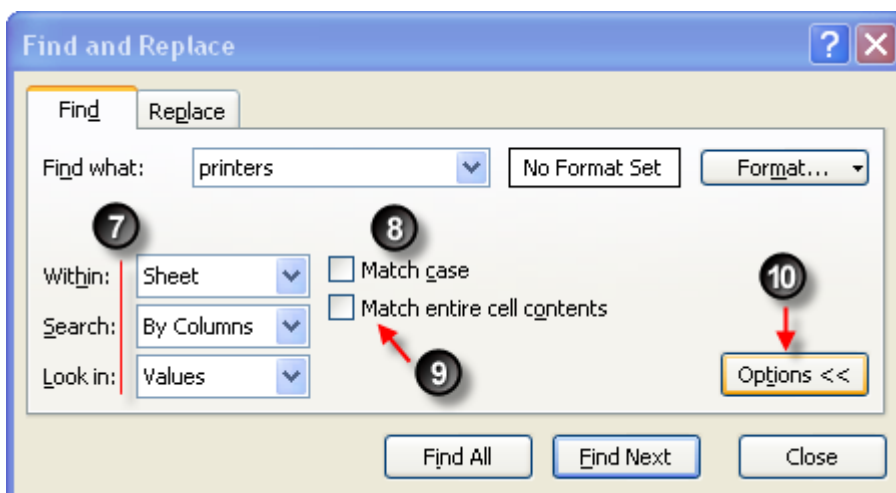
The Find and Replace dialog box is displayed



Enter the criteria you are looking for.

Press the **Options** button to select the Options dialog box to limit the search further

## Find and Replace **Options** dialog box



To narrow down the search further we can select further options:

Within: Sheet or Workbook

Search: Rows or Columns

Look in: Formulas, Values, Comments

In this example I am looking for text 'printers' in column 'A'.

I have changed the **Search:** By Columns and **Look in:** Values.

Use **Match Case** option, if you wish to make the search case sensitive

**Match entire cell contents**, if I was searching for first names in column A (see below)  
If the Match entire cell contents tick box is ticked (exact match), the search would only return one value.

But if the tick box is not ticked the search will return two values.

A
Yang
Yang Wang

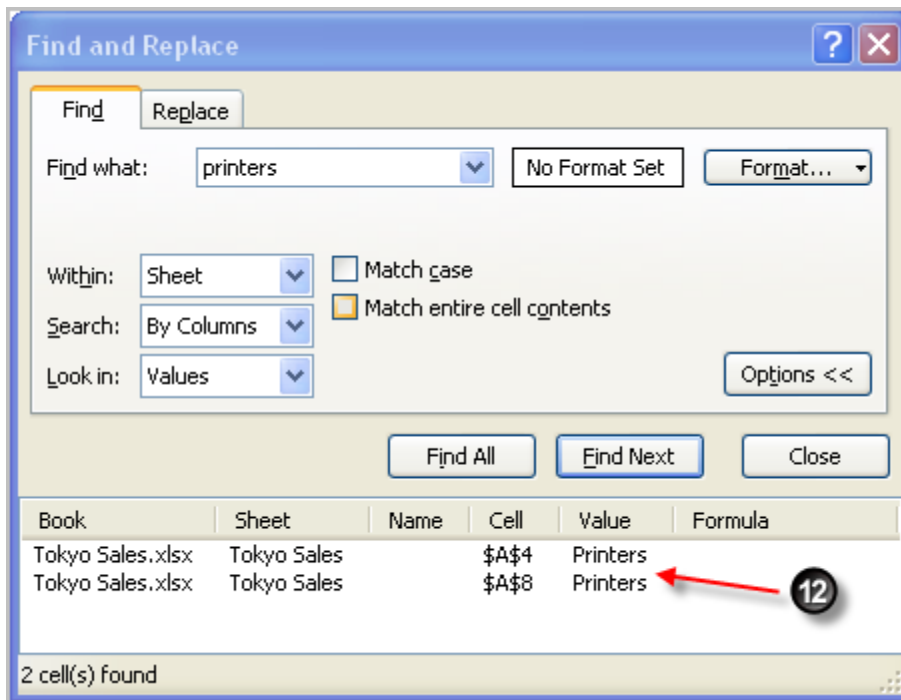
Select **Options** button to return to the main Find and Replace screen

Select the **Find Next** button will move the cursor cell-by-cell display the values matching your criteria.

**Find All** will display a preview of all the matching cells that meet the criteria set.

The preview below details for the search of printers:

Workbook Name, Sheet Name, and the Cell Names that match the criteria set.

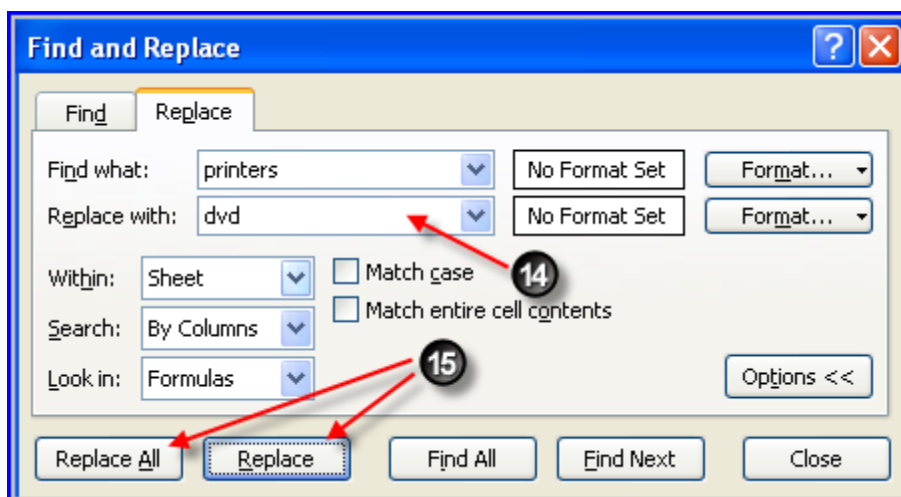


Select the Replace Tab from the Find and Replace dialog box.



In this example we searched for 'printers' and now replacing 'printers' with 'dvd'

Enter the new product name into the Replace with: box



Either click on **Replace All** to update all the printers or select **Replace** to change one by one.



