

Using the Find and Replace Features

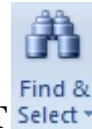
The *Find* and *Replace* features are timesaving techniques that allow you to rapidly change the content of your worksheets. Excel's *Find and Replace* function will search your documents for specific text, which can then be highlighted, replaced with different text or formatting, or left as-is. This function provides many advanced options to help make your search as specific as necessary to find what you are looking for.

Using the Find Feature

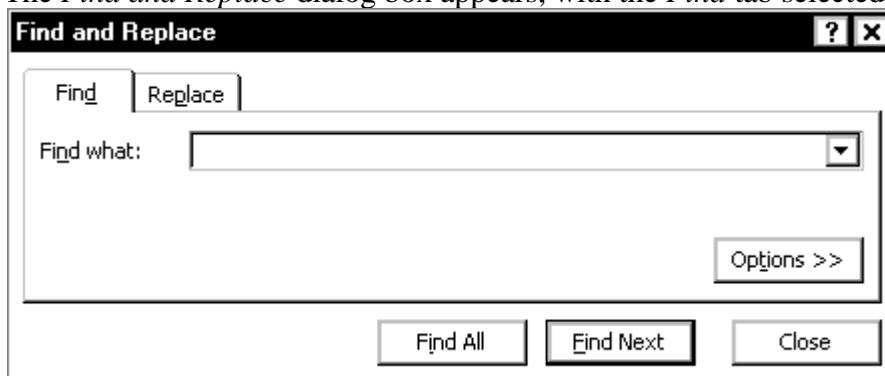
The *Find* feature can be helpful if you are trying to locate information not currently visible on the screen. You can search for information used in formulas, values, and comments.

Finding Information

1. From the *Ribbon*, select the **Home** command tab



2. In the *Editing* group, click **FIND & SELECT** » select *Find...*
The *Find and Replace* dialog box appears, with the *Find* tab selected.



3. In the *Find what* text box, type the text or data to be found
4. OPTIONAL: Adjust the searching options
5. Click the **FIND NEXT** button the information is found and selected.

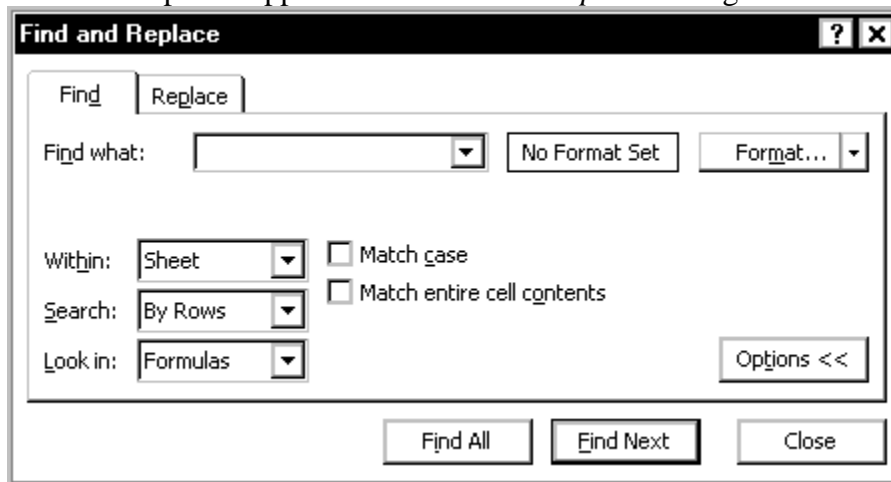
NOTES: Clicking FIND NEXT again finds subsequent occurrences of the information in the document. If Excel cannot find the information you are looking for, a message to that effect will be displayed.

6. OPTIONAL: To see the each location that this text or data is located, click the **FIND ALL** button, and pane opens below the *Find and Replace* dialog box with a list of each location.
7. To close the dialog box, click **CLOSE**

Searching Options

If you would like to narrow your search to find specific results, you can limit your results by using the available search options.

1. From the *Find and Replace* dialog box, click **OPTIONS >>**
Additional options appear in the *Find and Replace* dialog box.



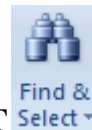
Option	Description
Format...	Match content with specific formatting
Within	Specify the search area (i.e., worksheet or workbook)
Search	Control the order of the search: left to right (columns) or top to bottom (rows)
Look In	Limit the search to type of content: values, formulas, comments
Match case	Limit search results to instances of the text or data that have the same case (i.e., uppercase or lowercase) as the text in the <i>Find what</i> text box EXAMPLE: <i>Spring</i> instead of <i>spring</i> .
Match entire cell contents	Limit search results to cells where an exact match occurs EXAMPLE: <i>Smith</i> will locate <i>Smith</i> but not <i>Chris Smith</i> .

Using the Replace Feature

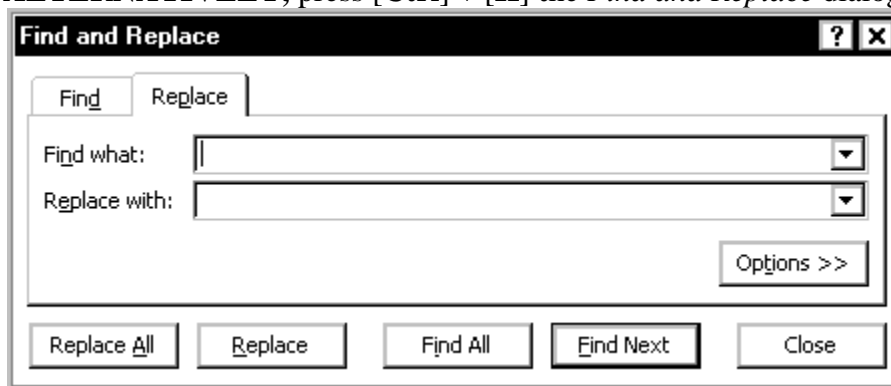
The *Replace* feature is useful when you want to change the same piece of information throughout your worksheet.

WARNING: Use the *Replace All* option with caution. If you do not first select specific cells to change, this option will replace the specified information throughout the entire document. This can change the meaning of your document if text is replaced where it should not be.

1. **OPTIONAL:** If you want to find and/or replace information in a specific section of your document, select the desired portion of the document
HINTS: To select contiguous cells, click the desired cells to select non-contiguous cells, hold down [Ctrl] + click the desired cell(s)



2. In the *Editing* group, click **FIND & SELECT** » select **Replace...**
ALTERNATIVELY, press [Ctrl] + [H] the *Find and Replace* dialog box appears.



3. In the *Find what* text box, type the text or data to be found
4. In the *Replace with* text box, type the text or data to replace the information found
5. **OPTIONAL:** Adjust the searching options
6. Click the **FIND NEXT** button the first occurrence is highlighted.
7. To replace only that occurrence, click **REPLACE**
To replace all occurrences, click **REPLACE ALL**
The old information is replaced with the new.
WARNING: Use the *Replace All* option with caution. If you do not first select specific cells to change, this option will replace the specified information throughout the entire document. This can change the meaning of your document if text is replaced where it should not be.
8. To find and replace additional instances of your text or data, repeat steps 6–7
9. To close the dialog box, click **CLOSE**