Microsoft Office Virtual Learning

Using Find and Replace

May 7, 2020

Lesson: <mark>May 7, 2020</mark>

Objective/Learning Target:
Students will learn how use the find and replace function in Excel and Google Sheets

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.
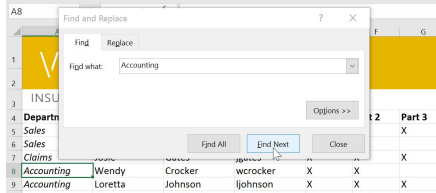
Excel

https://youtu.be/hmizmgOjNYo

To Find Content

Excel

1. From the Home tab, click the Find and Select command, then select Find from the drop-down menu.
2. The Find and Replace dialog box will appear. Enter the content you want to find. In our example, we'll type the department's name.
3. Click Find Next. If the content is found, the cell containing that content will be selected.


4. Click Find Next to find further instances or Find All to see every instance of the search term.
5. When you are finished, click Close to exit the Find and Replace dialog box.
6. You can also access the Find command by pressing Ctrl+F on your keyboard.
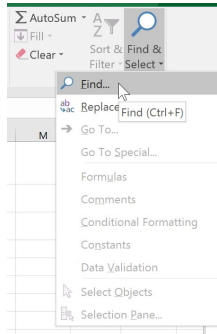
Google Sheets

1. Click Edit in the toolbar
2. Select Find and Replace from the drop down menu that appears.
3. Enter the content that you want to find in the Find bar on the dialog box that appears.
4. Click Find in the bottom left corner.
5. The cells will highlight one at a time that contain the word/phrase you are wanting to find
6. Continue to click find to scroll through all instances of the word/phrase found in the worksheet.
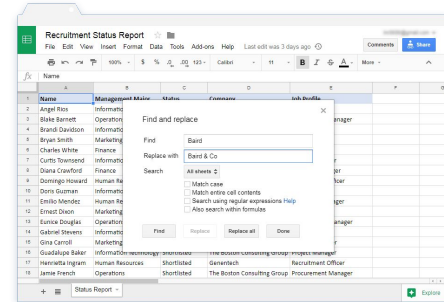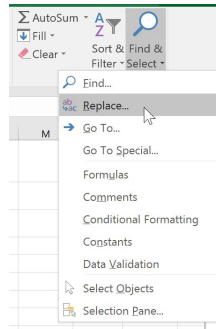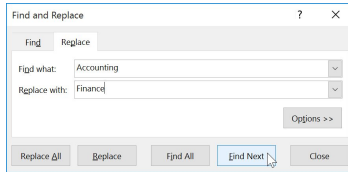
To Replace Content

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.
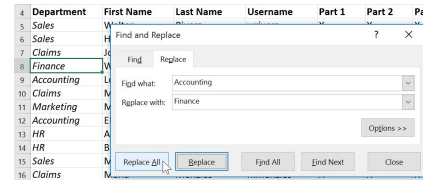
To Replace Content (Excel)

Excel

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

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.
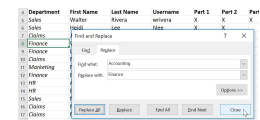

7. A dialog box will appear, confirming the number of replacements made. Click OK to continue.
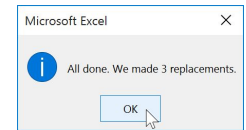
8. The selected cell content will be replaced.
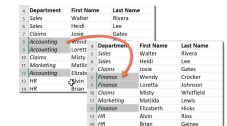
9. When you are finished, click Close to exit the Find and Replace dialog box.
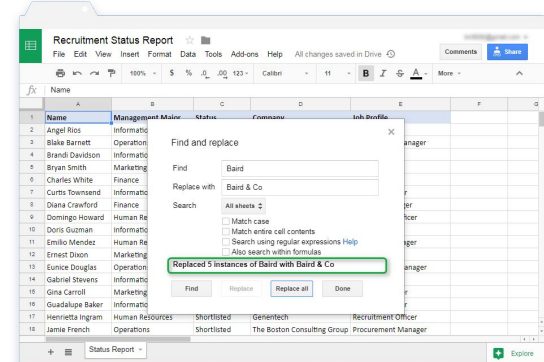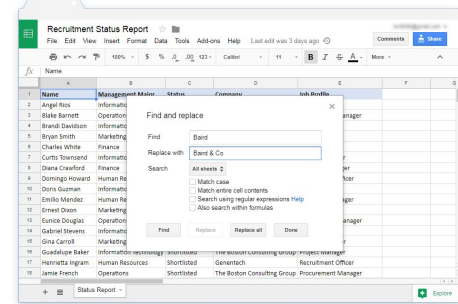
To Replace Content (Google Sheets)

Sheets

In case we need to replace certain values with another value, Find and replace utility will come to the rescue. We can invoke this either by navigating to **Edit > Find and replace** or by using the keyword combination **Ctrl + H** (Cmd + H on Mac). Doing so will open up a pop-up window as shown in the snapshot to the right

For the purposes of this example, let us try to replace the value 'Baird' with 'Baird & Co'. So, accordingly, we key in the values in the 'Find' and 'Replace with' fields. We may choose to check the appropriate options to true, depending on the requirements.

We can use the Find button at the bottom to locate the first matched cell. Clicking the same button subsequently will take us to the next matching cell. The Replacebutton will come to life if we had the utility locate a matched cell. We can use it to replace the value in that particular cell.

The Replace all button is used to replace every matching occurrence with the text of our choice. Let's try to find and replace values in Google Sheets worksheet using this button. We will see that spreadsheets application lets us know that it accomplished the task with a message similar to that highlighted in green box as shown in the image below.

We may use the same pop-up window to replace any other values. Once we are finished, we click on the Done button.

For More Resources:

Microsoft Excel:
https://edu.gcfglobal.org/en/excel2016/using-find-replace/1/

Google Sheets:
https://blog.sheetgo.com/google-sheets-features/find-and-replace-values-in-google-sheets/