

Excel 2019 (Part 9): The Find & Replace Feature

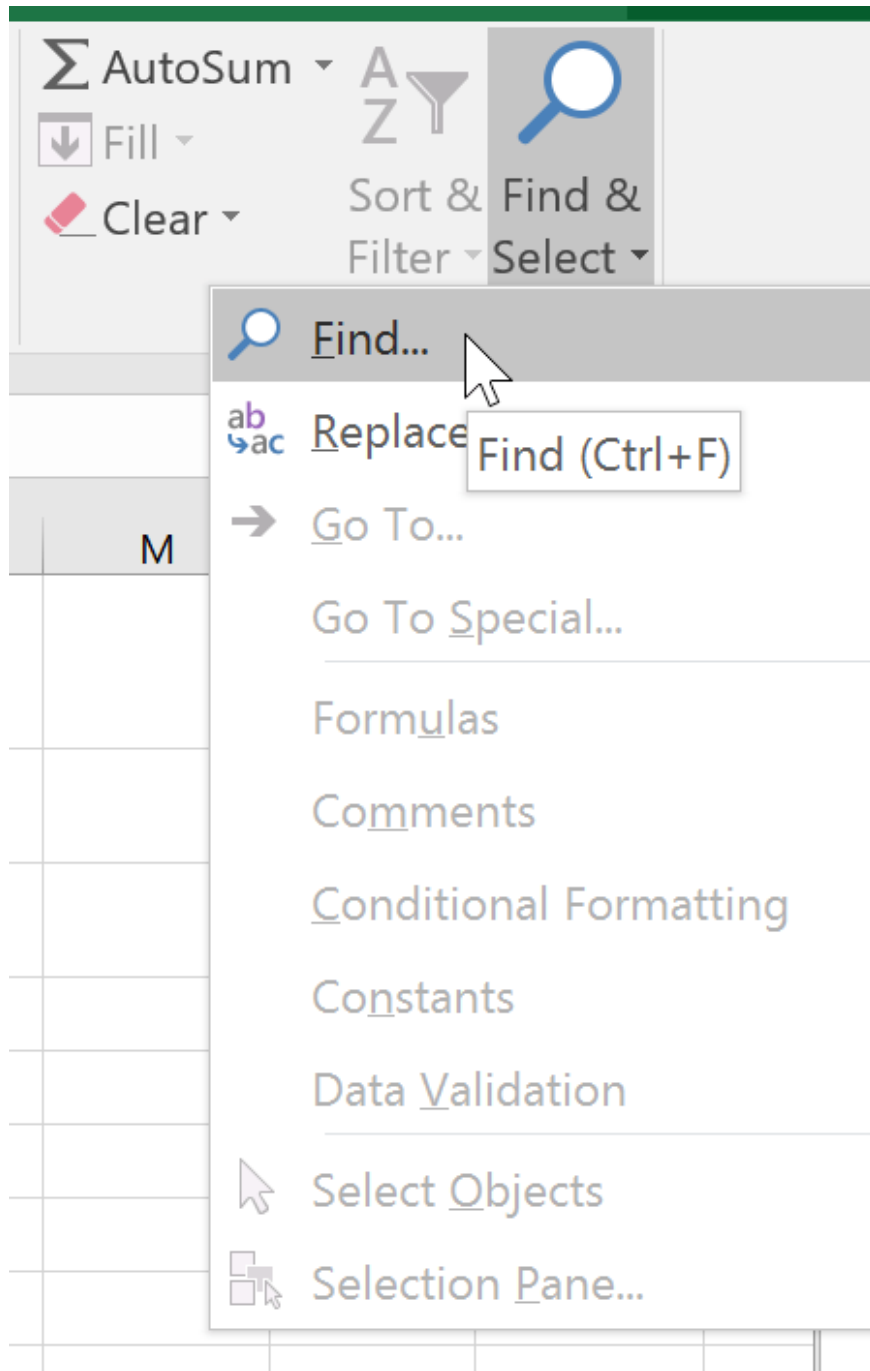
You can easily search your workbook using the Find feature, which also allows you to modify content using the Replace feature.

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

How to find content in a cell

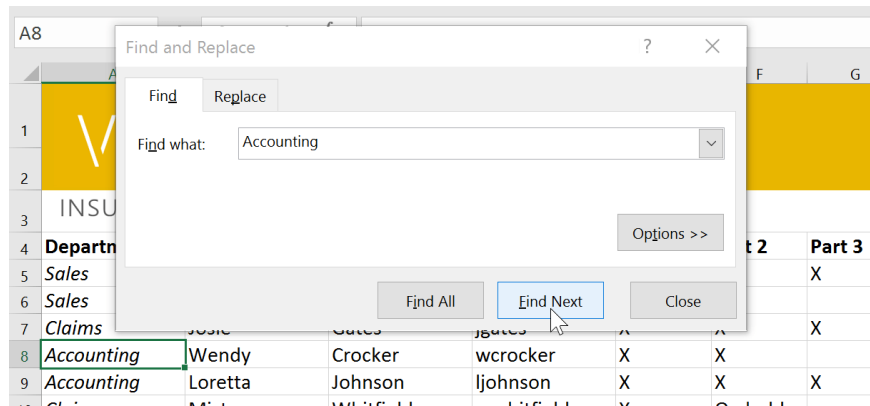
For example, we will use the **Find** command to locate a specific part within this list.

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

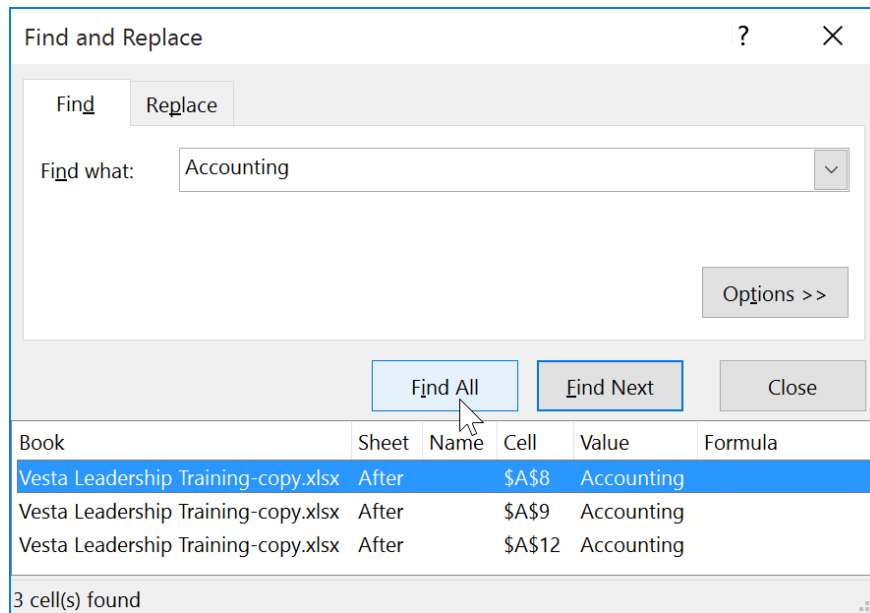


2. The **Find and Replace** dialog box will appear. Enter what you want to search for. For example, you would enter the department name.

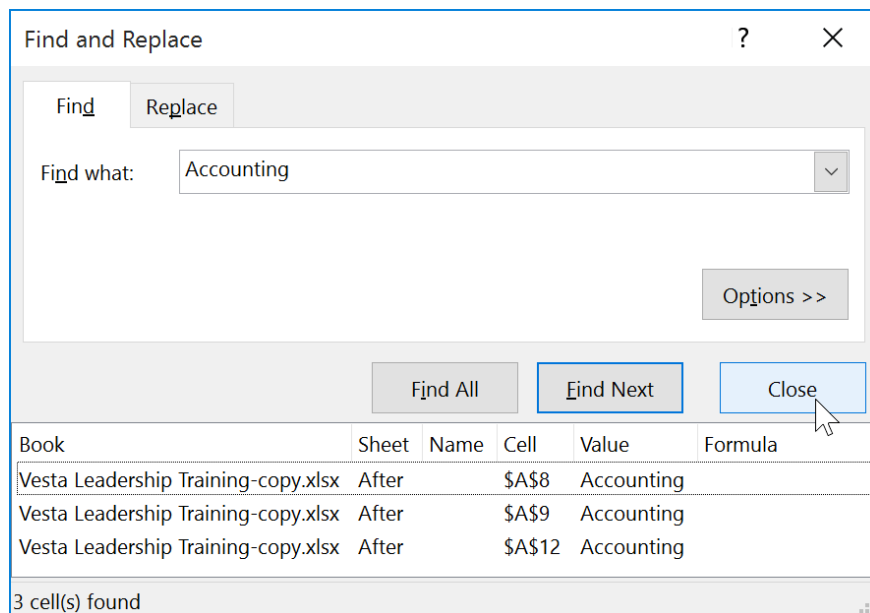
3. Click **Find Next** . If the content is found, the cell containing it will be selected.



4. Click **Find Next** to find more instances or **Find All** to see all instances of the search term.

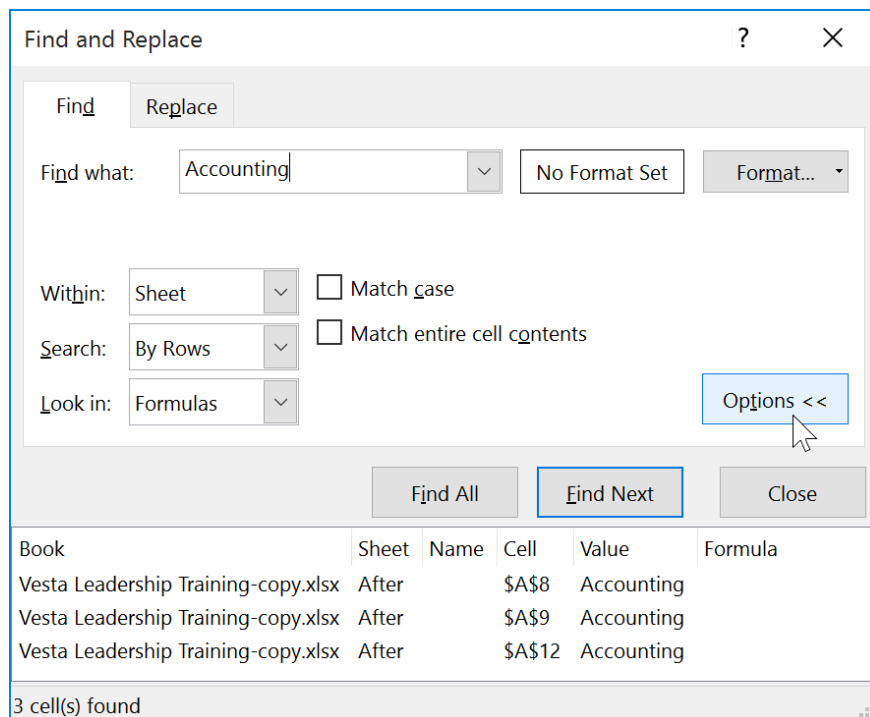


5. When you're finished, click **Close** to exit the **Find and Replace** dialog box .



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 .

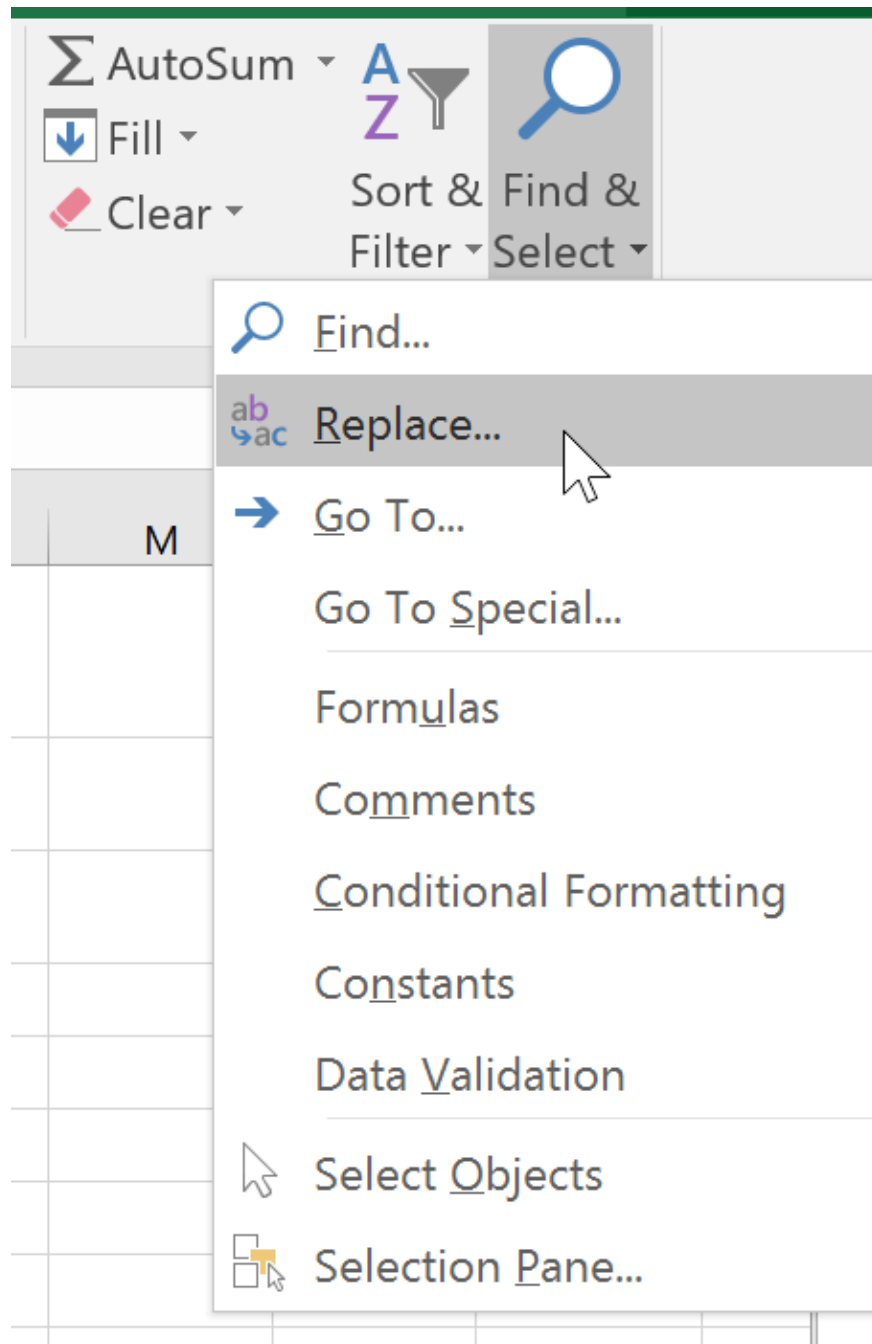


How to replace cell content

Sometimes, you might find that you've been making mistakes repeatedly in your workbook (like misspelling someone's name) or you need to change a specific word or phrase to a different one. You can use Excel's **Find and Replace** feature to quickly make corrections. For example, we'll use **Find and Replace** to correct a list of

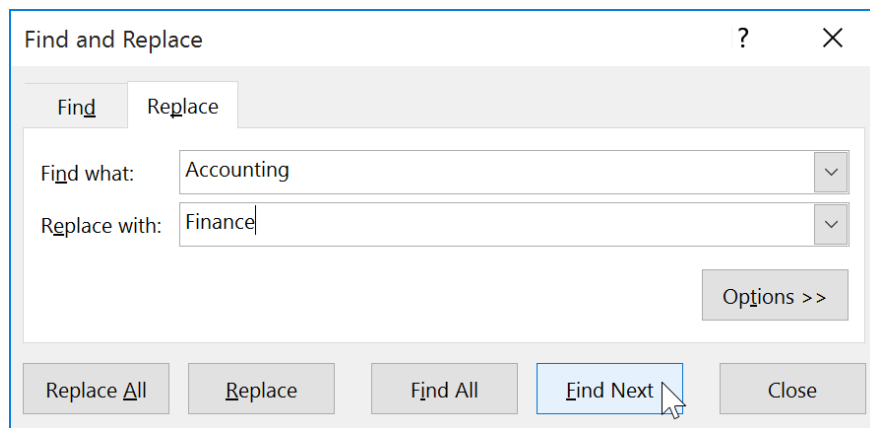
department names.

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



2. The **Find and Replace** dialog box will appear. Enter the text you want to find in the **Find what: field**.

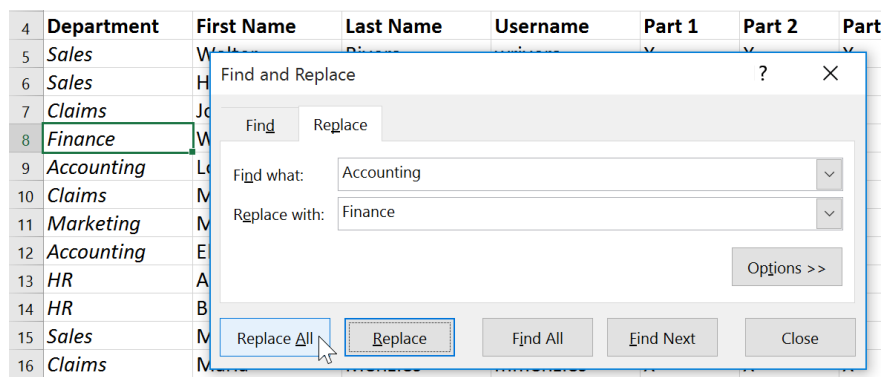
3. Enter the text you want to replace in the "**Replace with:**" field , then click "**Find Next**".



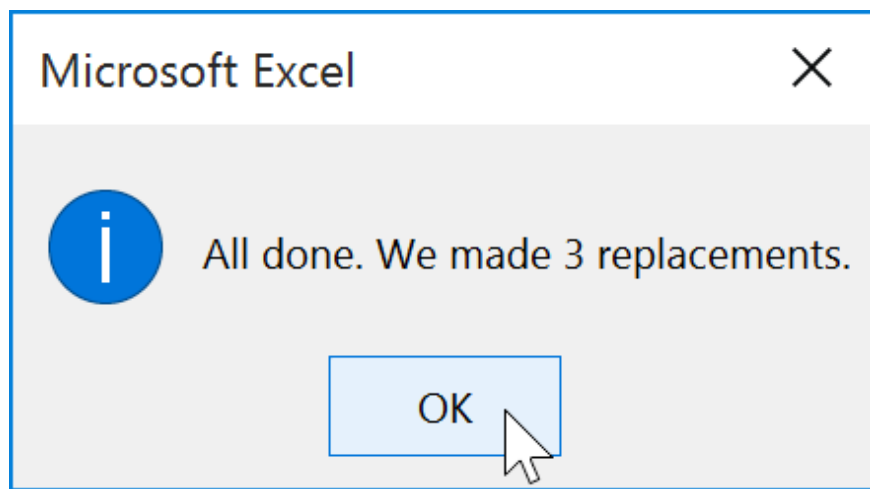
4. If the content is found, the cell containing that content will be selected.

5. Review the text to ensure you want to replace it.

6. If you want to replace, choose one of the options. Selecting **Replace** will replace individual instances, while **Replace All** will replace all instances in the entire workbook. The example would choose the **Replace All** option to save time.



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



8. The content of the selected cell will be replaced.

| 4 | Department | First Name | Last Name |
|----|------------|------------|-----------|
| 5 | Sales | Walter | Rivera |
| 6 | Sales | Heidi | Lee |
| 7 | Claims | Josie | Gates |
| 8 | Accounting | Wendy | Crocker |
| 9 | Accounting | Loretta | Johnson |
| 10 | Claims | Misty | Whitfield |
| 11 | Marketing | Matilda | Lewis |
| 12 | Accounting | Elizabeth | Hicks |
| 13 | HR | Alvin | Rios |
| 14 | HR | Brian | Gaines |

| 4 | Department | First Name | Last Name |
|----|------------|------------|-----------|
| 5 | Sales | Walter | Rivera |
| 6 | Sales | Heidi | Lee |
| 7 | Claims | Josie | Gates |
| 8 | Finance | Wendy | Crocker |
| 9 | Finance | Loretta | Johnson |
| 10 | Claims | Misty | Whitfield |
| 11 | Marketing | Matilda | Lewis |
| 12 | Finance | Elizabeth | Hicks |
| 13 | HR | Alvin | Rios |
| 14 | HR | Brian | Gaines |

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

| 4 | Department | First Name | Last Name | Username | Part 1 | Part 2 | Part 3 |
|----|------------|------------|-----------|------------|--------|--------|--------|
| 5 | Sales | Walter | Rivera | wrivera | X | X | X |
| 6 | Sales | Heidi | Lee | hlee | X | X | X |
| 7 | Claims | Josie | Gates | josieg | X | X | X |
| 8 | Finance | Wendy | Crocker | wcrocker | X | X | X |
| 9 | Finance | Loretta | Johnson | ljohnson | X | X | X |
| 10 | Claims | Misty | Whitfield | mwhitfield | X | X | X |
| 11 | Marketing | Matilda | Lewis | mlewis | X | X | X |
| 12 | Finance | Elizabeth | Hicks | ehicks | X | X | X |
| 13 | HR | Alvin | Rios | arios | X | X | X |
| 14 | HR | Brian | Gaines | bgaines | X | X | X |
| 15 | Sales | Walter | Rivera | wrivera | X | X | X |
| 16 | Claims | Josie | Gates | josieg | X | X | X |
| 17 | Claims | Misty | Whitfield | mwhitfield | X | X | X |
| 18 | Claims | Josie | Gates | josieg | X | X | X |

Find and Replace

Find Replace

Find what: Accounting

Replace with: Finance

Options >>

Replace All Replace Find All Find Next Close

In general, it's best to avoid using **Replace All** because it doesn't give you the option to ignore anything you don't want to change. You should only use this option if you are absolutely certain that it won't replace anything you intended.

You finished reading the article "[Excel 2019 \(Part 9\): The Find & Replace Feature](#)" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.