

How to search in Excel effectively

How to search in Excel effectively. Sometimes long tables of data up to hundreds of Excel pages will dazzle you if you try to find a small data item. You can not spend the whole hour to search each cell column by column, thing



Sometimes long tables of data up to hundreds of Excel pages will dazzle you if you try to find a small data item. You can not spend an hour to search each cell column by column, this is not only laborious but also very time consuming.

Thuthuatphanmem.vn will guide you how to search in Excel to be able to find information more effectively.

Please follow the example data table below.

LỊCH THI ĐẤU AFF CHAMPIONSHIP 2018						
	Ngày	Giờ	Đội	Tỷ số	Đội	Vòng
3	8/11/2018	18:30	Campuchia	0:01	Malaysia	A
4	8/11/2018	19:30	Lào	0:03	Việt Nam	A
5	12/11/2018	18:30	Myanmar	4:01	Campuchia	A
6	12/11/2018	19:45	Malaysia	3:01	Lào	A
7	16/11/2018	19:30	Lào	1:03	Myanmar	A
8	16/11/2018	19:30	Việt Nam	2:00	Malaysia	A
9	20/11/2018	18:30	Myanmar	0:00	Việt Nam	A
10	20/11/2018	18:30	Campuchia	3:-1	Lào	A
11	24/11/2018	19:30	Việt Nam	3:00	Campuchia	A
12	24/11/2018	19:30	Malaysia	3:00	Myanmar	A

You look at this data sheet and think you want to search for 'Vietnam' teams matches. The search keyword here is 'Vietnam'.

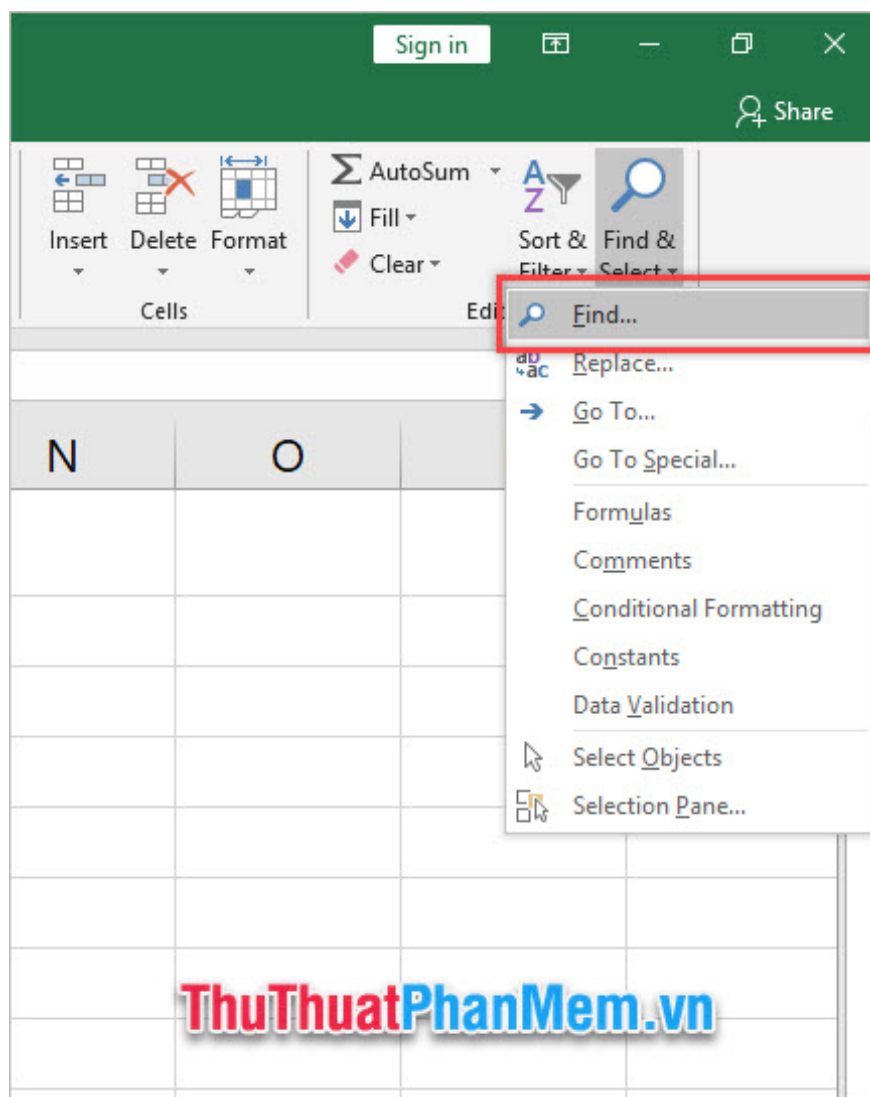
1. Basic search in Excel

First, you need to open the **Find & Replace** window pane to be able to perform the search.

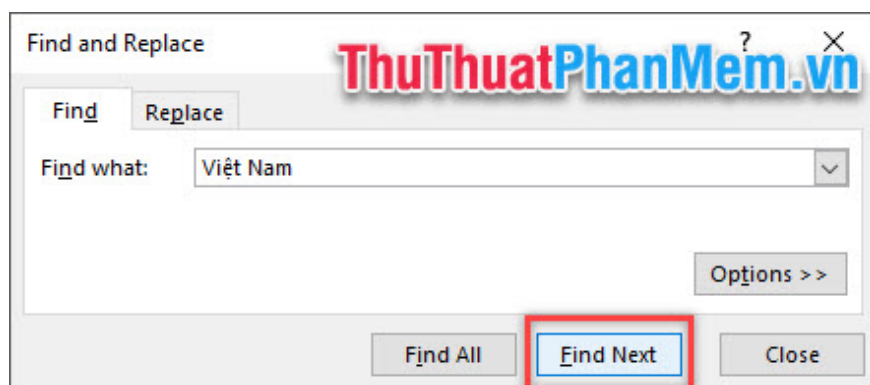
Method 1: Leave the **Home** ribbon open , then look for the **Editing** section at the end of the ribbon bar on the right.

Select the **Find & Select** magnifying glass icon **and** then select the first line **Find** .

Method 2: Use the key combination **Ctrl + F** .



The **Find** and **Replace** window opens, now you can enter keywords in **Find what** and then click **Find Next** to search each word.



Or choose **Find All**, Excel will give you a list of positions of keywords.

The screenshot shows the Microsoft Excel interface with the 'Find and Replace' dialog box open. The dialog box is set to search for 'Việt Nam' and has the 'Find All' button highlighted with a red box. The background spreadsheet shows a table of football match dates and results for the AFF Championship 2018.

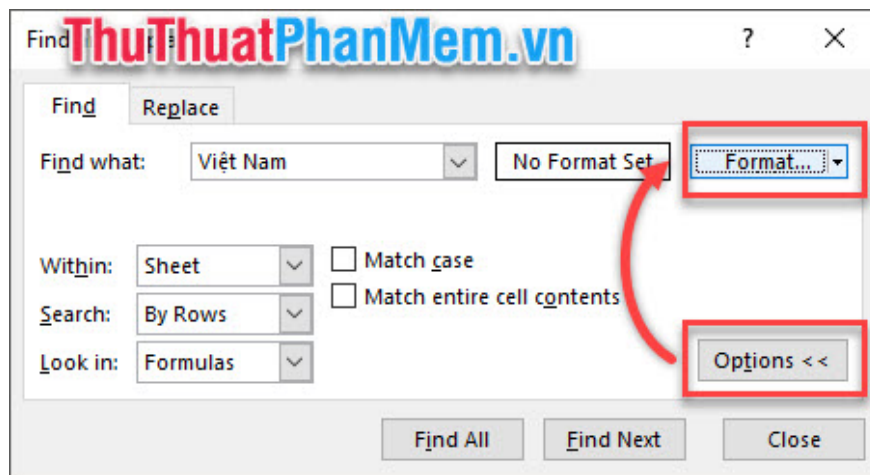
Ngày	Giờ	Đội	Thời gian	Đối thủ	Trạng thái
8/11/2018	18:00	Việt Nam	3:00	Campuchia	A
8/11/2018	19:00	Malaysia	3:00	Myanmar	A
12/11/2018	18:00	Malaysia	0:00	Thái Lan	Bán kết
12/11/2018	19:00	Philippines	1:02	Việt Nam	Bán kết
16/11/2018	19:00	Thái Lan	-:-	Malaysia	Bán kết
20/11/2018	18:00	Việt Nam	-:-	Philippines	Bán kết
24/11/2018	19:30	Việt Nam	3:00	Campuchia	A
24/11/2018	19:30	Malaysia	3:00	Myanmar	A
1/12/2018	19:45	Malaysia	0:00	Thái Lan	Bán kết
2/12/2018	19:30	Philippines	1:02	Việt Nam	Bán kết
5/12/2018	19:00	Thái Lan	-:-	Malaysia	Bán kết
6/12/2018	19:30	Việt Nam	-:-	Philippines	Bán kết

2. Advanced search in Excel

Except searching by keyword, Excel also allows you to search by different types of cell formats and data types.

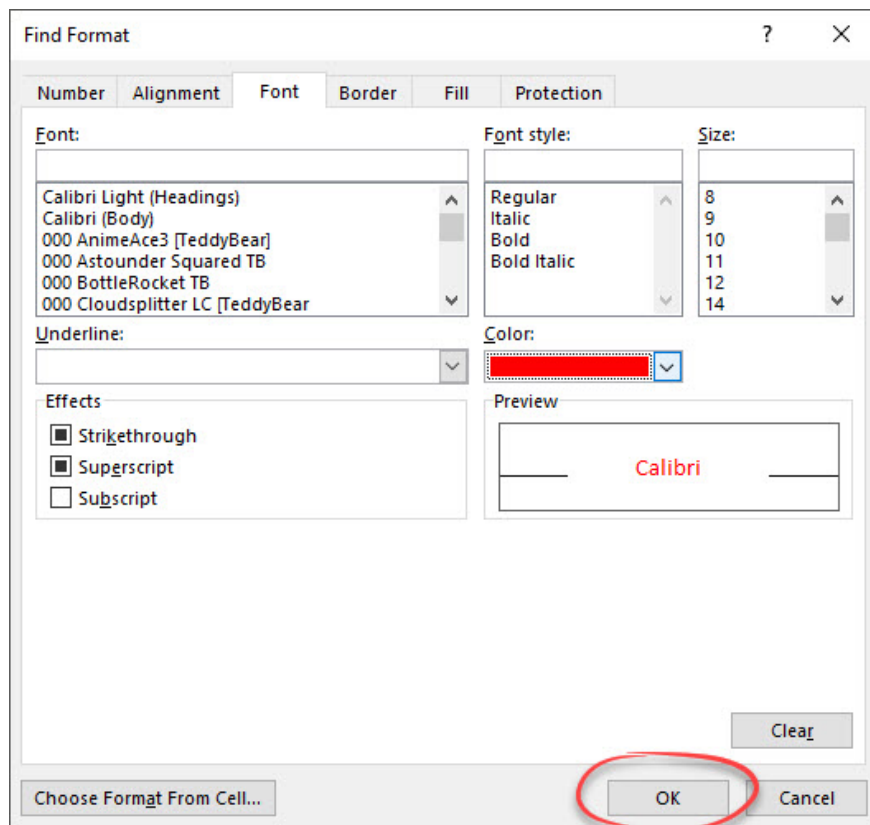
Simplest with format search.

First, click on **Options** to expand the search function. Then select **Format** to open the search window in **Find Format** format .

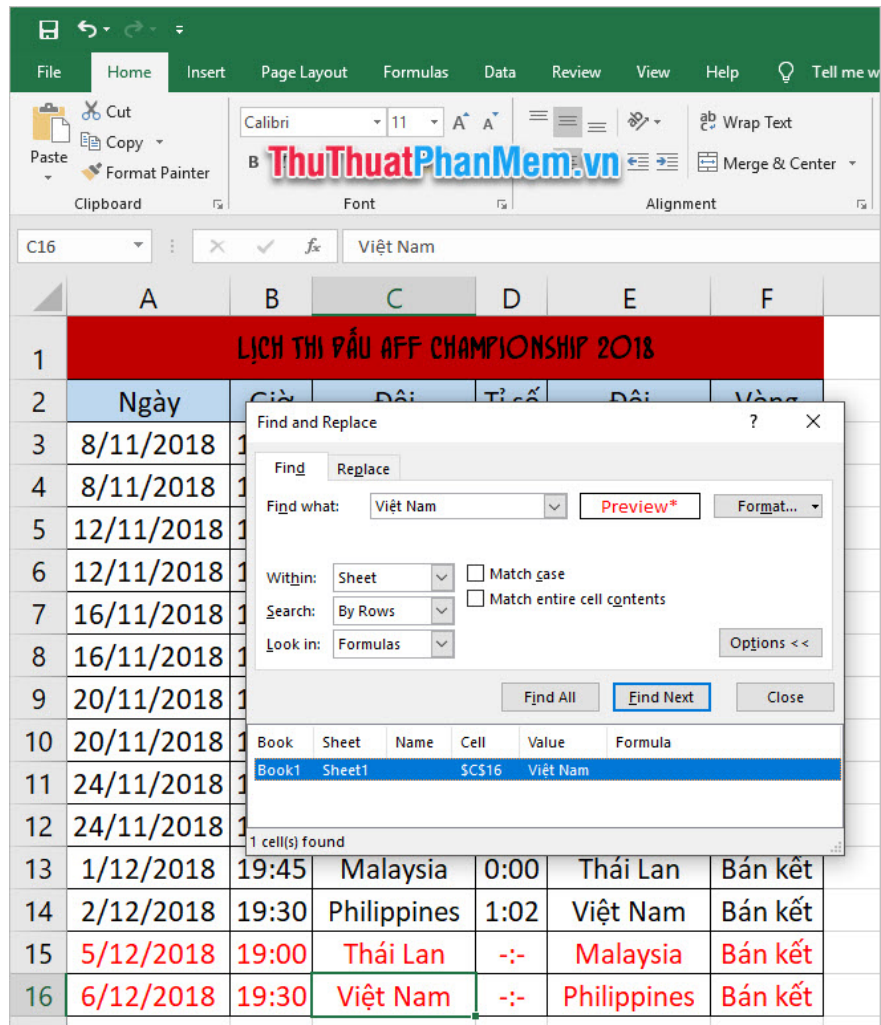


In this window pane, there are many options to find the format for you, the most common are **Font** (font format), **Border** (grid format) and **Fill** (format for cell background).

You only need to adjust the format types you want in these items then click **OK**.



Finally perform the same search as in the basic search method.



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