

Instructions for using the Find and Replace functions in Excel

With Excel spreadsheets with large amounts of data, it is very time consuming to search and replace data cells manually. The following article details how to use the Find and Replace function in Excel.

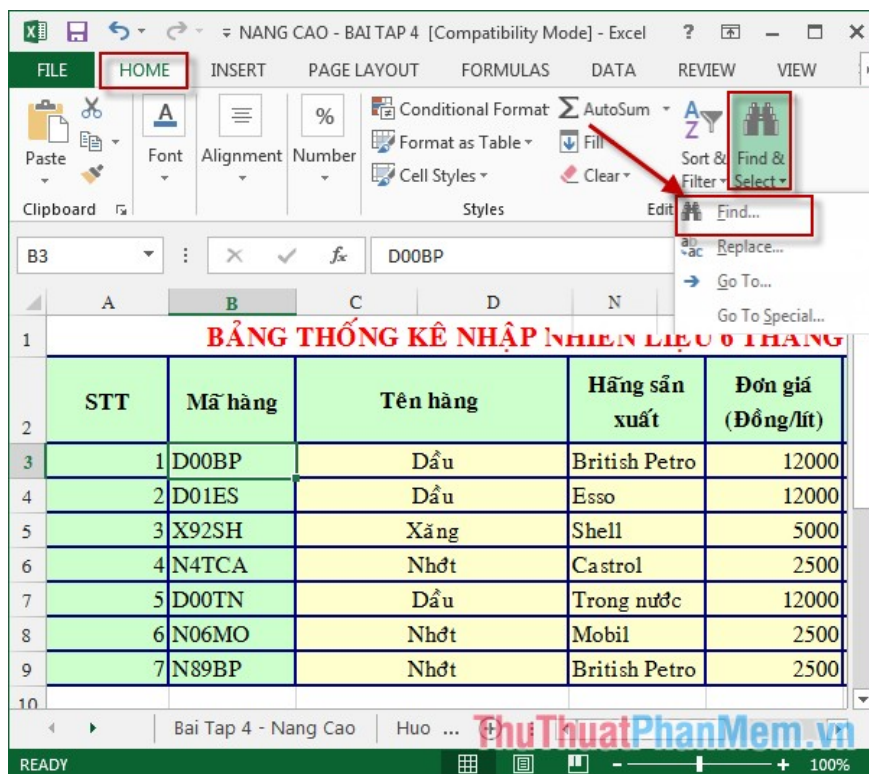
With **Excel spreadsheets** with large amounts of data, it is very time consuming to search and replace data cells manually. The following article details how to use the **Find** and **Replace** function in Excel.

1. Search for Find data

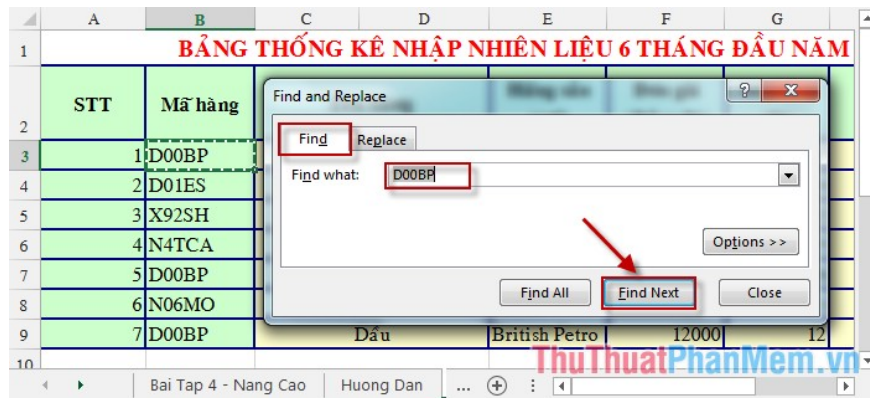
Note that the cursor should be placed at the first position of the **Excel** file .

Step 1: There are 2 ways for you to choose the **Find** function .

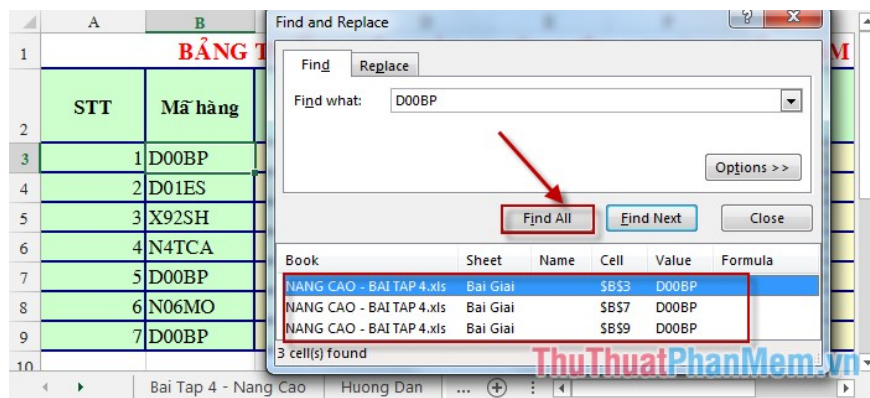
- **Option 1:** Use the key combination **Ctrl + F** .
- **Method 2:** Go to the **Home** tab -> Select **Find & Select** -> **Find** .



Step 2: The dialog box appears to enter keywords to search in **Find What** -> **Find Next** .



Step 3: To search for all, click **Find All** => Results:



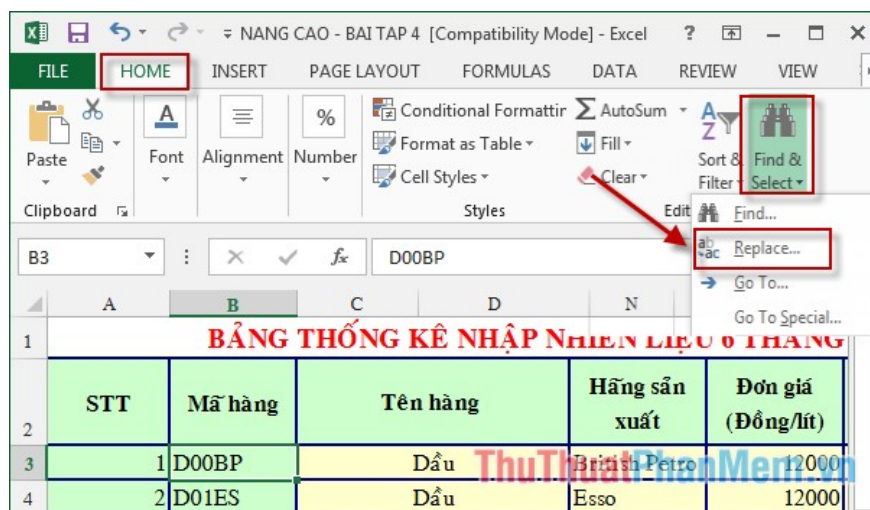
2. Replace the Replace data

Note that the cursor should be placed at the first position of the **Excel** file .

Step 1: There are 2 ways for you to choose the **Replace** function .

- **Option 1:** Use the key combination **Ctrl + H** .

- **Method 2:** Go to the **Home** tab -> Select **Find & Select** -> **Replace** .



Step 2: The dialog box appears, enter the value to be replaced in **Find What** , the replacement value in the **Replace with** section . As in the example will replace the value D01ES with D01ES. Clicking **Replace** button will replace each found position. If you want to replace all, click **Replace All** .



Good luck!

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