



Module 28: Find and Replace

28.1 Find and Replace

Being able to find and replace information in large worksheets when using Excel is vital for efficiency and effectiveness.

Manually searching hundreds of rows or columns to find the information you need is both prone to errors and very slow. The Find and Replace feature in Excel is, therefore, a crucial skill to learn. It is very similar to the Find and Replace feature in other programs. Needless to say, learning it will make your work day much easier!

To use Find and Replace:-

On the Home tab, click on Find & Select, then choose Replace (or you can use the keyboard shortcut of Ctrl + H). Insert the text or number you want to find in the 'Find what:' box, and insert the information you want to replace it with in the 'Replace with:' box.

You can then select Find All to see if it finds the correct information you wish to replace.

Then choose Replace to replace the information in individual cells, or choose Replace All to replace all instances of the information.

28.2 Video Instruction

Find and Replace - 1m 31s

28.3 Task

Estimated Time: 10 minutes

Download the worksheet that accompanies this video by clicking below. Once downloaded, follow the video above and you will see how to use Find and Replace.

[Download Worksheet](#)

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