



Module 49: REPLACE Function

49.1 REPLACE Function

The **REPLACE** function in Excel is used to replace text based on its position within a string.

The formula is written as: **=REPLACE(old_text, start_num, num_chars, new_text)**

old_text - The text to replace.

start_num - The starting location in the text to search.

num_chars - The number of characters to replace.

new_text - The text to replace old_text with.

You can use text within the formula to make the changes you would like to with REPLACE, or you can use cell addresses if you prefer. For example if you have the word "Fomola" and you would like to change it to "Formula" you can use either of the two formula below.

Examples of formulas: =REPLACE(old_text, 3, 3, rmu) or if the information you need is in Cells A1, B1 and C1 you can use: =REPLACE(old_text, A1, B1, C1)

Remember that all special characters, such as full stops, spaces and exclamation marks are counted as one character.

49.2 Instructional Video

REPLACE Function - 2m 59s

49.3 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 the REPLACE function.

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