

FIND AND REPLACE

You can use the Find and Replace feature to search for a word, number or formula and then replace it with something else. Find and Replace only works on the currently selected sheet(s).

To Use Find And Replace

Select the Sheet(s) you wish to search

In the “**Edit**” menu, select “**Replace**”

This will bring up the Find and Replace dialog box.

Enter the text/number/formula you would like to find, in the ‘Find What’ box

Enter the text/number/formula you would like to replace it with, in the ‘**Replace What**’ box

Match Case - will only find and replace text in the exact case that you have typed.

Find Entire Cells Only - will only find cells in which the find text is the entire content of the cell. Not part of a larger word or number.

Click on the “**Find Next**” button to find the first instance of the search text

Click on “**Replace**” to replace it

or

Click on “**Find Next**” to ignore this find and skip on to the next instance of the search text

The “**Replace All**” button can be used to replace all instances of the find text in one go

Click on the “**Close**” button to stop finding and replacing

