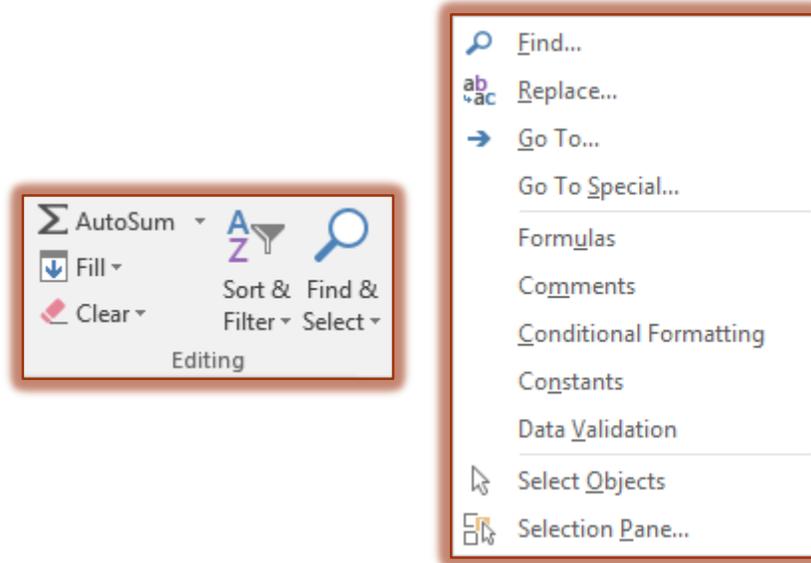# FIND AND REPLACE

This feature is used to find specific text, formatting, or type of information within a workbook. It is also possible to replace information with new text or formatting. In order to complete this exercise, you need to complete the **Entering Field Names** exercise using the **Database Exercise** workbook. This workbook should be stored with the ones that were downloaded from the Excel 2016 Training Web page.
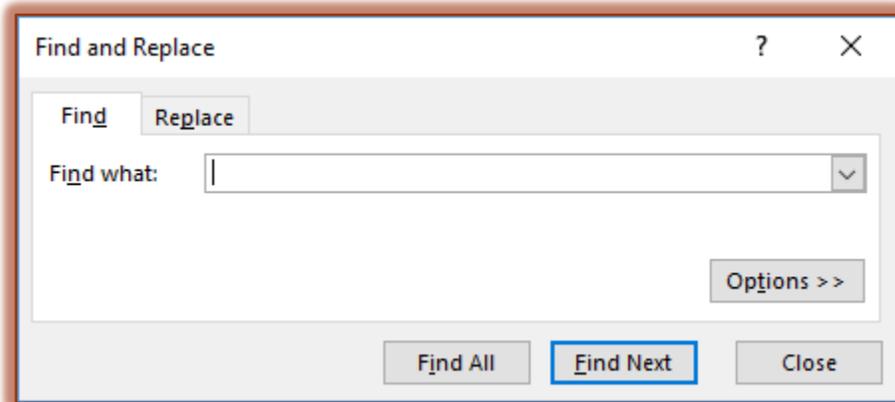
✞ Click the **Home Tab**.
✞ In the **Editing Group**, click the **Find and Select** button.

✞ A list of **Find and Select** options will appear.

Find

✞ Click **Find** in the list.
✞ The **Find and Replace** dialog box will appear with the **Find** tab selected.

✞ In the **Find What** box, input the word or number that is to be found.
✞ Click the **Find Next** button to proceed through the worksheet one word at a time.
✞ Click the **Find All** button to locate every incident of the word.
✞ Click the **Options** button to display additional options that may be used in the search. These options are described in the table on the next page.

Replace

- ✝ Click **Replace** in the list.
- ✝ The **Find and Replace** dialog box will display with the **Replace** tab selected.
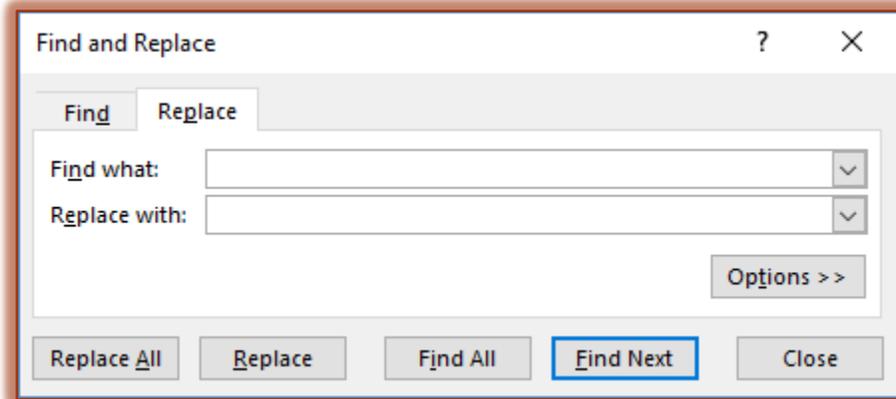
- ✝ In the **Find What** box, input the word or number that is to be replaced.
- ✝ In the **Replace With** box, input the word or number that is to replace the one in the **Find What** box.
- ✝ Click the **Replace All** button to replace all instances of the word or number.
- ✝ Click the **Replace** button to replace the word one at a time.
- ✝ Click the **Find All** button to locate all the words.
  - ✦ A list of all occurrences of the word or number will display.
  - ✦ Click the **Replace** button to replace that instance of the word or number.
- ✝ Click the **Find Next** button to locate each instance of the word or number.
- ✝ Click the **Options** button to display additional options that may be used with this feature.
- ✝ Click the **Close** button to exit from the dialog box.

Find and Replace Dialog Box Fields
The table below summarizes the options that are available in the Find and Replace dialog box.

Control	Function
Find Dialog Box	This dialog box is used to locate text or numbers within a worksheet. The text can then be changed.
Find What Field	This box contains the value that is to be found or replaced.
Find All Button	To select every cell that contains the value in the Find What Field, click this button.
Find Next Button	This button is used to select the next cell that contains the value in the Find What Field. The program will then move to the next occurrence of the value in the Find What Field.
Close Button	To close the Find and Replace dialog box, click this button.
Replace Dialog Box	This dialog box is used to locate text or numbers within a worksheet and to replace the text or numbers.
Find What Field	This box contains the value that is to be found or replaced.
Replace With Field	In this box, insert the value that is to overwrite the value in the Find What Field.
Replace All Button	This button is used to replace every instance of the value in the Find What Field with the value in the Replace With Field.

Control	Function
Replace Button	To replace the value in the Find What Field with the value in the Replace With Field, click this button. The program will then move to the next occurrence of the value in the Find What Field.
Close Button	To close the Find and Replace dialog box, click this button.
Options Button	This button is used to show additional options that are available when using the Find and Replace dialog box.
Format Buttons	Click these buttons to open the Find Format dialog box. In this box, it is possible to specify the format of values to be found or to replace found values.
Within List	This feature is used to select whether to search the active worksheet or the entire workbook.
Search List	To select whether to search by rows or by columns in a workbook or worksheet, click this option.
Look In List	This list is used to select whether to search cell formulas or values within the workbook or worksheet.
Match Case Check Box	When this box is checked, all matches must have the same capitalization as the text in the Find What Field. For example, spot doesn't match Spot.
Match Entire Cell Contents Check Box	This option requires that the cell must contain exactly the same value as the text specified in the Find What Field. For example, Mar will not match Marilyn or Mary.