

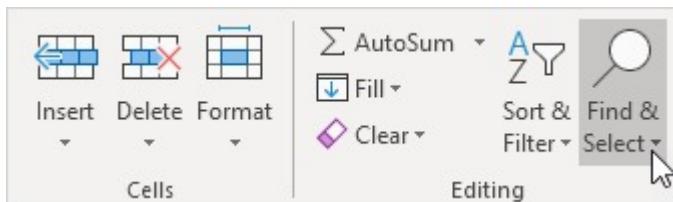
Find & Select in Excel

You can use Excel's Find and Replace feature to quickly find specific text and replace it with other text. You can use Excel's Go To Special feature to quickly select all cells with formulas, notes, conditional formatting, constants, data validation, etc.

◆ Find

To quickly find specific text, execute the following steps.

1. On the Home tab, in the Editing group, click Find & Select.



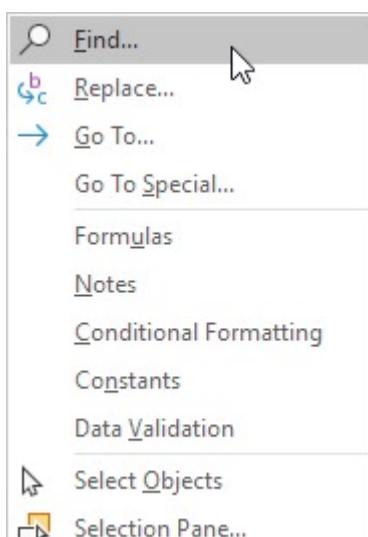
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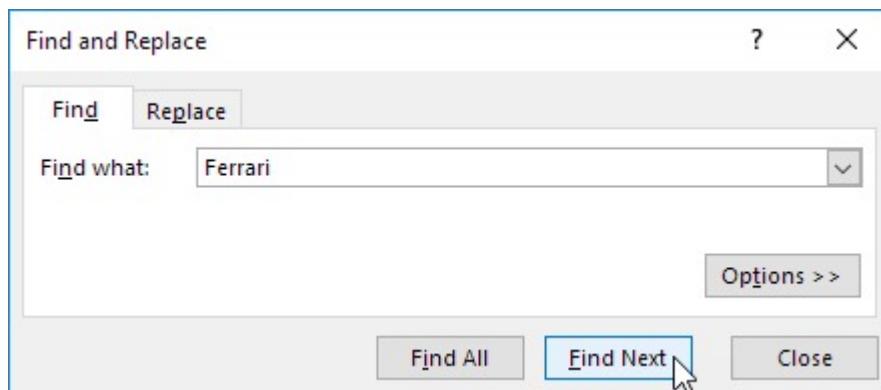
2. Click Find.



The 'Find and Replace' dialog box appears.

3. Type the text you want to find. For example, type Ferrari.

4. Click 'Find Next'.



Excel selects the first occurrence.

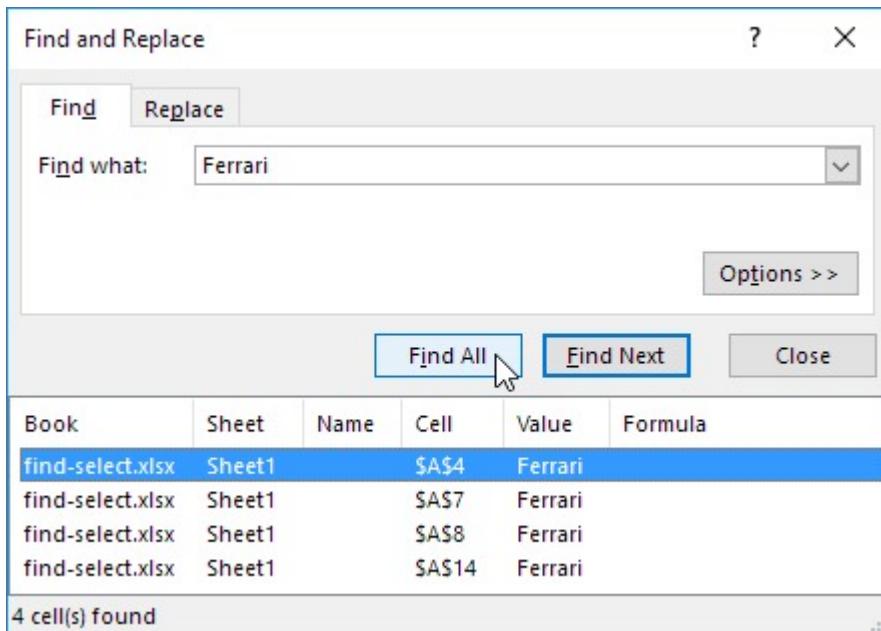
	A	B	C	D	E
1	Car	Model	Price	Top Speed	
2	Porsche	Carrera	\$593	288	
3	Aston Martin	Vanquish	\$1,397	267	
4	Ferrari	Spider	\$448	363	
5	Lamborghini	Gallardo	\$2,569	342	
6	Maybach	Exelero	\$2,638	256	
7	Ferrari	Enzo	\$223	359	
8	Ferrari	F50	\$1,553	296	
9	Lamborghini	Veneno	\$891	321	
10	Aston Martin	One	\$1,675	273	
11	Porsche	Cayenne	\$929	253	
12	Porsche	911	\$2,669	263	
13	Lamborghini	Aventador	\$732	292	
14	Ferrari	Maranello	\$666	336	
15	Bugatti	Veyron	\$1,642	375	
16					
17		Average	\$1,330	306	
18					

5. Click 'Find Next' to select the second occurrence.

	A	B	C	D	E
1	Car	Model	Price	Top Speed	
2	Porsche	Carrera	\$593	288	
3	Aston Martin	Vanquish	\$1,397	267	
4	Ferrari	Spider	\$448	363	
5	Lamborghini	Gallardo	\$2,569	342	
6	Maybach	Exelero	\$2,638	256	
7	Ferrari	Enzo	\$223	359	
8	Ferrari	F50	\$1,553	296	
9	Lamborghini	Veneno	\$891	321	
10	Aston Martin	One	\$1,675	273	

11	Porsche	Cayenne	\$929	253	
12	Porsche	911	\$2,669	263	
13	Lamborghini	Aventador	\$732	292	
14	Ferrari	Maranello	\$666	336	
15	Bugatti	Veyron	\$1,642	375	
16					
17		Average	\$1,330	306	
18					

6. To get a list of all the occurrences, click 'Find All'.



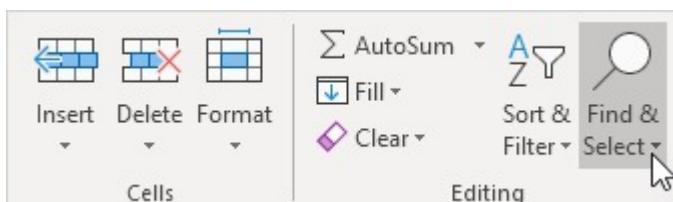
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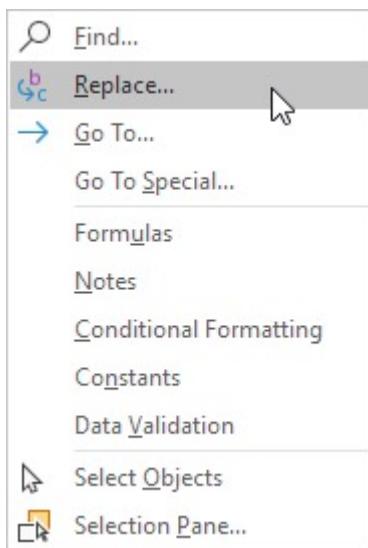
◆ Replace

To quickly find specific text and replace it with other text, execute the following steps.

1. On the Home tab, in the Editing group, click Find & Select.



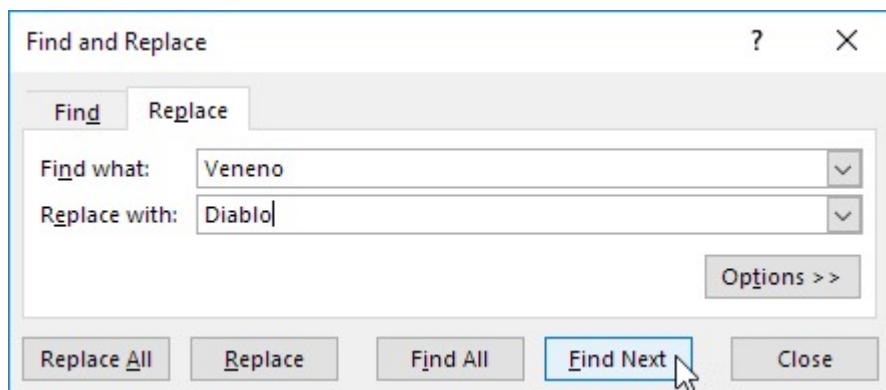
2. Click Replace.



The 'Find and Replace' dialog box appears (with the Replace tab selected).

3. Type the text you want to find (Veneno) and replace it with (Diablo).

4. Click 'Find Next'.



Excel selects the first occurrence. No replacement has been made yet.

	A	B	C	D	E
1	Car	Model	Price	Top Speed	
2	Porsche	Carrera	\$593	288	
3	Aston Martin	Vanquish	\$1,397	267	
4	Ferrari	Spider	\$448	363	
5	Lamborghini	Gallardo	\$2,569	342	
6	Maybach	Exelero	\$2,638	256	
7	Ferrari	Enzo	\$223	359	
8	Ferrari	F50	\$1,553	296	
9	Lamborghini	Veneno	\$891	321	
10	Aston Martin	One	\$1,675	273	
11	Porsche	Cayenne	\$929	253	
12	Porsche	911	\$2,669	263	
13	Lamborghini	Aventador	\$732	292	
14	Ferrari	Maranello	\$666	336	
15	Bugatti	Veyron	\$1,642	375	
16					
17		Average	\$1,220	206	

17	Average	Sum	Count	Max
18				

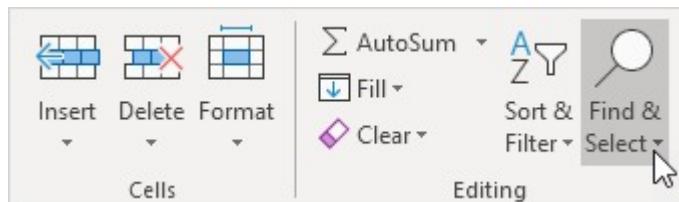
5. Click 'Replace' to make a single replacement.

Note: use 'Replace All' to replace all occurrences.

◆ Go To Special

You can use Excel's Go To Special feature to quickly select all cells with formulas, notes, conditional formatting, constants, data validation, etc. For example, to select all cells with formulas, execute the following steps.

1. Select a single cell.
2. On the Home tab, in the Editing group, click Find & Select.



3. Click Go To Special.

Note: Formulas, Notes, Conditional Formatting, Constants and Data Validation are shortcuts. They can also be found under Go To Special.

4. Select Formulas and click OK.

Note: you can search for cells with formulas that return Numbers, Text, Logicals (TRUE and FALSE) and Errors. These check boxes are also available if you select Constants.

Excel selects all cells with formulas.

General note: if you select a single cell before you click Find, Replace or Go To Special, Excel searches the entire worksheet. To search a range of cells, first select a range of cells.

Go

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