

Topic 15:- **Find, Replace and Go in Excel**

In Excel, you can use the "Find and Replace" feature to locate specific data within your worksheet and replace it with other values. Additionally, there's a "Go To" feature that allows you to quickly jump to a specific cell or range of cells. Here's how to use both of these features:

Find and Replace:

1. Open Your Excel Worksheet: Open the Excel workbook that contains the data you want to search and replace.

2. Open the Find and Replace Dialog Box:

- Press **Ctrl + F** on your keyboard to open the "Find and Replace" dialog box.
- Alternatively, you can go to the "Home" tab on the Excel ribbon and click on "Find & Select" in the "Editing" group. Then, choose "Find" or "Replace."

To Find Data:

3. Find Data:

- In the "Find and Replace" dialog box, go to the "Find" tab.
- Enter the value or text you want to find in the "Find what" field.
- Optionally, you can adjust search options like match case and match entire cell contents.
- Click "Find Next" to search for the first occurrence of the value. Excel will highlight the cell containing the found data.

4. Repeat Search:

- Click "Find Next" again to find the next occurrence of the value.
- Continue clicking "Find Next" to search through the entire worksheet.

To Replace Data:

3. Replace Data:

- In the "Find and Replace" dialog box, go to the "Replace" tab.
- Enter the value you want to find in the "Find what" field.
- Enter the value you want to replace it with in the "Replace with" field.

- Optionally, adjust search options.
- Click "Find Next" to locate the first occurrence of the value you want to replace.

4. Replace or Replace All:

- Click "Replace" to replace the currently found occurrence. Excel will move to the next occurrence.
- If you want to replace all occurrences in the worksheet, click "Replace All."

5. Repeat as Needed:

- Continue clicking "Find Next" and "Replace" (or "Replace All") until you've made all the desired replacements.

Go To:

The "Go To" feature in Excel allows you to quickly navigate to a specific cell or range of cells within your worksheet.

1. Open the Go To Dialog Box:

- Press **Ctrl + G** on your keyboard to open the "Go To" dialog box.
- Alternatively, go to the "Home" tab on the Excel ribbon, click on "Find & Select" in the "Editing" group, and choose "Go To."

2. Specify the Destination:

- In the "Reference" field of the "Go To" dialog box, enter the cell reference (e.g., A1, B10) or a named range you want to jump to.

3. Navigate to the Destination:

- Click the "OK" button to navigate to the specified cell or range.

The "Find and Replace" and "Go To" features in Excel are handy for efficiently locating and modifying data within your worksheets, especially in large and complex spreadsheets.