

Excel Find and Replace Tutorial

Author: SkySof Software Inc. at <http://www.skysof.com>

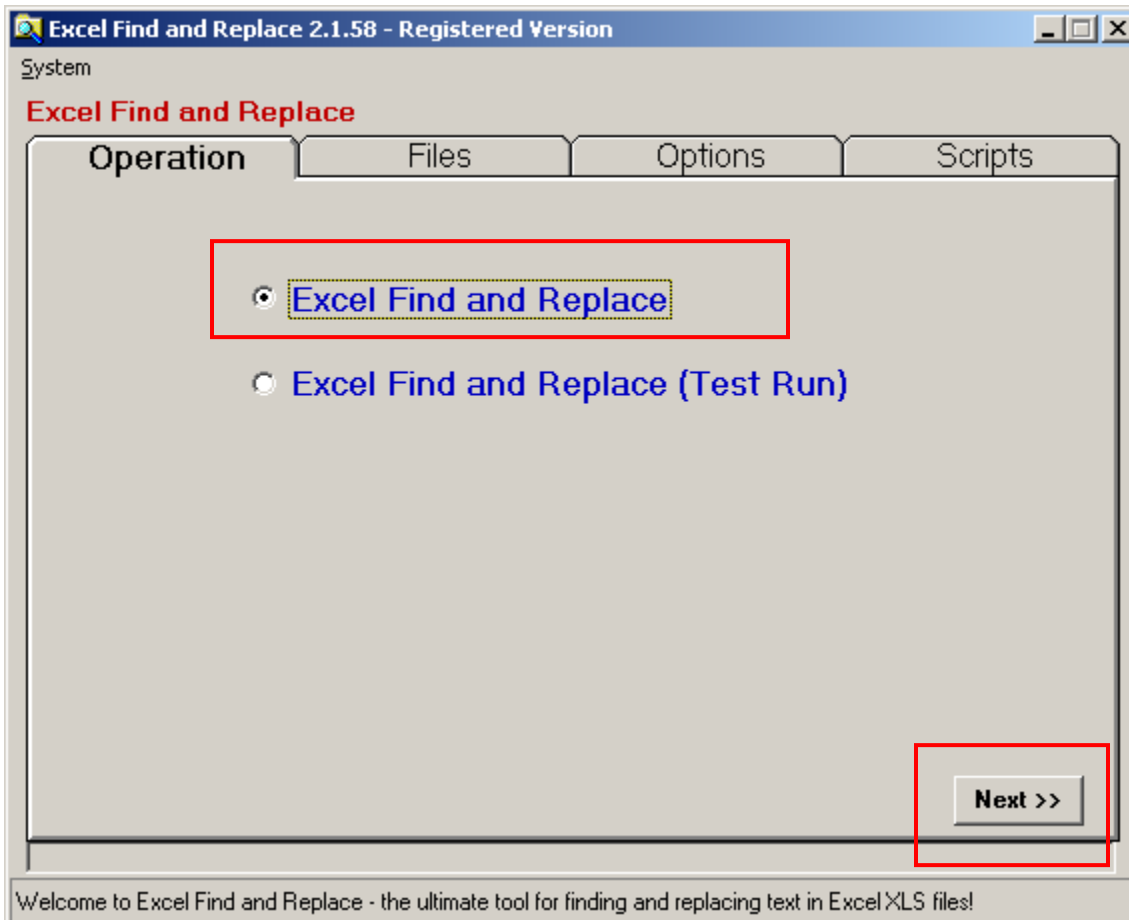
Download: <http://www.getfilez.com/efr.zip>

Top 10 Reasons for Using Excel Find and Replace

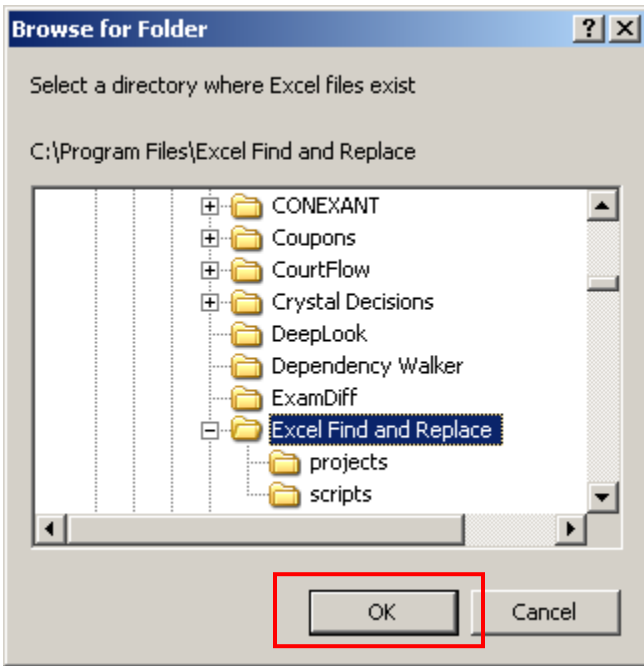
- Excel is not required
- Finding and replacing is much faster than using Excel Automation (OLE)
- Saves time and money
- Process thousands of Excel Workbooks with just a few mouse clicks
- Support for all Excel versions (except XLSX)
- Support for password protected Workbooks and Worksheets
- All future upgrades are FREE
- The audit log tells you exactly which cells were changed
- Batch mode support
- Ability to perform a test run before making changes

How to Find and Replace Cell Values in Excel Workbooks

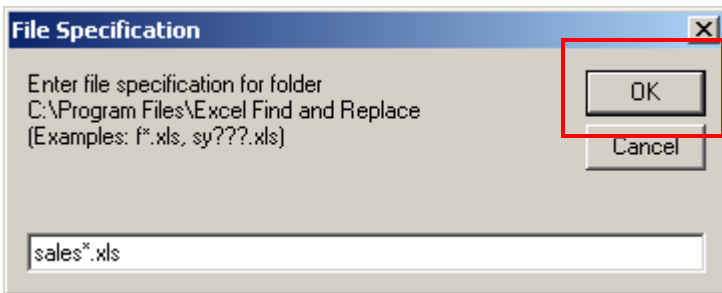
1. Start Button > Programs > Excel Find and Replace > Application. Select the first operation “Excel Find and Replace” and click the Next Button. Note: The only difference with “Test Run” is that no changes to Workbooks are made.



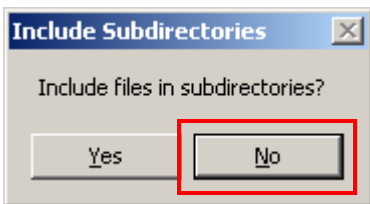
2. Click the Add File Spec Button and click the OK button to select folder C:\Program Files\Excel Find and Replace



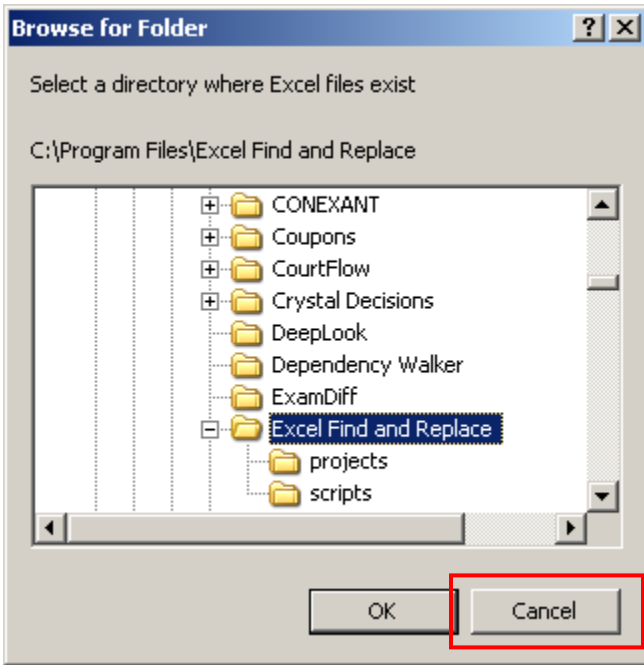
3. To select all the Excel files in the application folder that begin with text “sales” enter **sales*.xls** as and click the OK button. We could have entered each workbook individually via the Add File button but this is much easier.



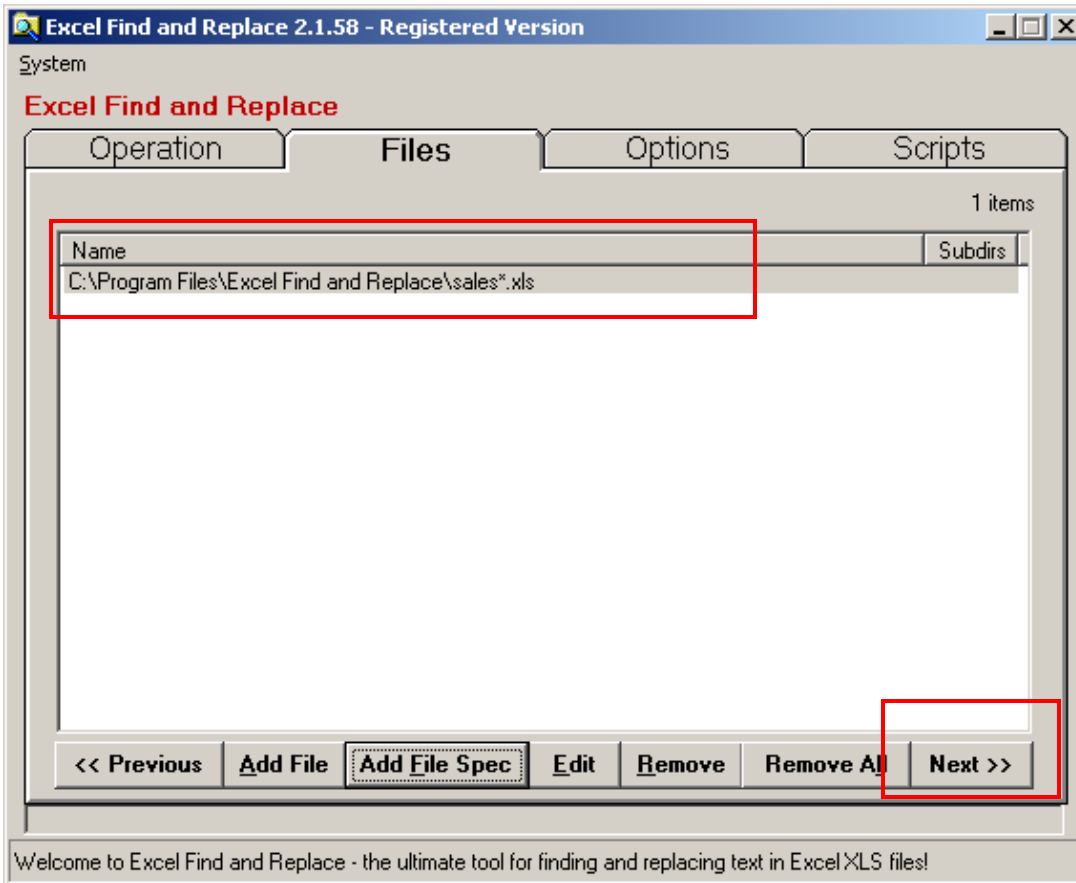
4. Since there are no sub-folders to search answer No.



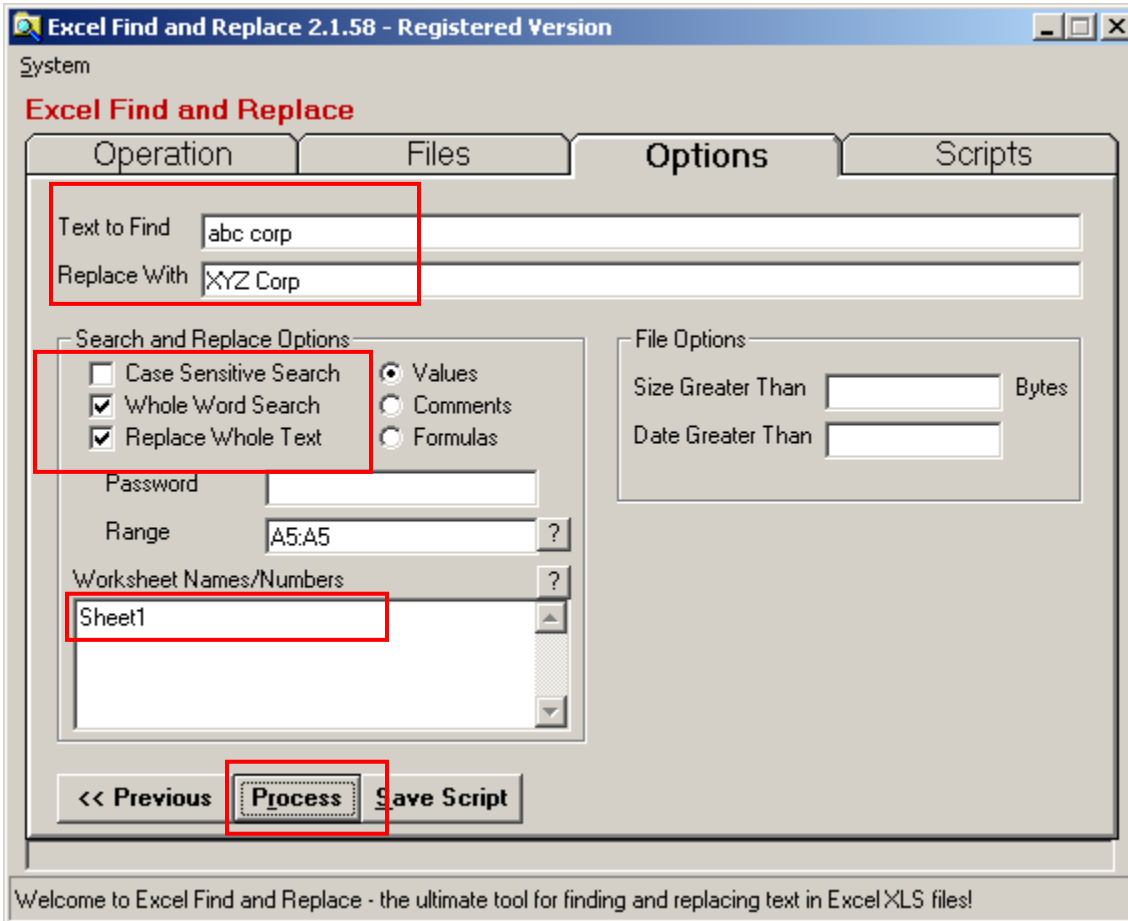
5. We are done entering file information so click the Cancel button.



6. You should now see the file information in the file list. Click the Next button.



7. For “Text to Find” enter **abc corp**, for “Replace With” enter **XYZ Corp**, check “Whole Word Search” and “Replace Whole Text”, for “Worksheet Name” enter **Sheet1**, for “Range” enter **A5:A5**. Click the Process button to start finding and replacing text.



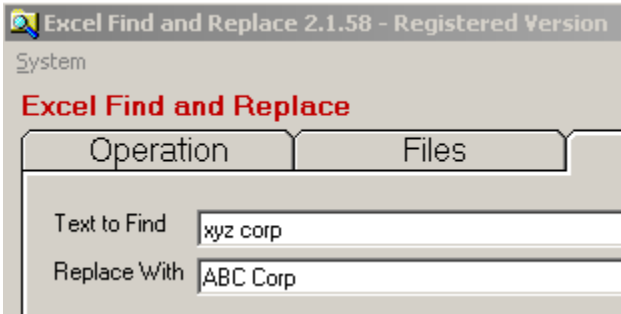
8. If all goes well you should see the message “3 files found, 3 opened, 3 files changed.” at the bottom of the screen

3 files found, 3 opened, 3 changed.

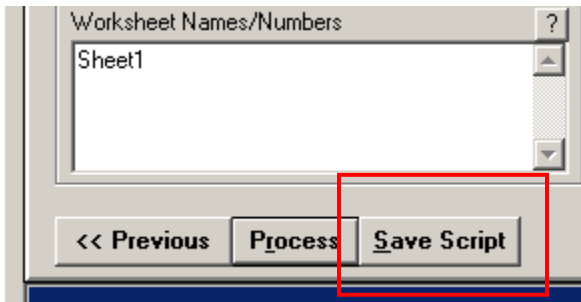
9. Open Excel workbooks SALES1.XLS, SALES2.XLS, SALES3.XLS in folder C:\Program Files\Excel Find and Replace and examine cell A5 in Sheet1. Notice that ABC Corp has been changed to XYZ Corp. Close the Excel workbooks when you are done.

	A	B
1	July 2007 Sales	
2		
3	Company	Revenue
4		
5	XYZ Corp	\$152,323.00
6	Microsoft Inc.	\$4,343,121.00
7	Big Blue Inc.	\$435,566.00
8	Mikron Services	\$932,423.00
9		
10	Total	\$5,863,433.00

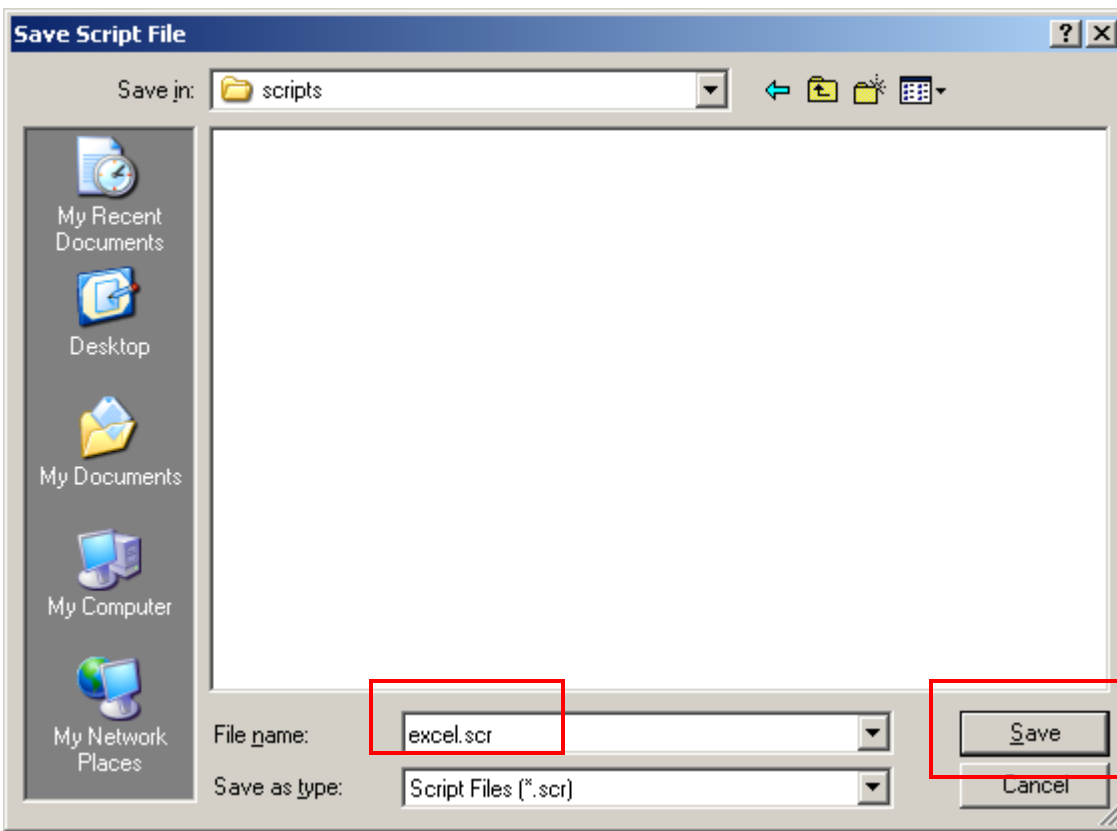
10. Now we will change the data back to what it was by creating a script file then processing that script file. On the Options Tab for “Text to Find” enter **xyz corp** and for “Replace With” enter **ABC Corp**



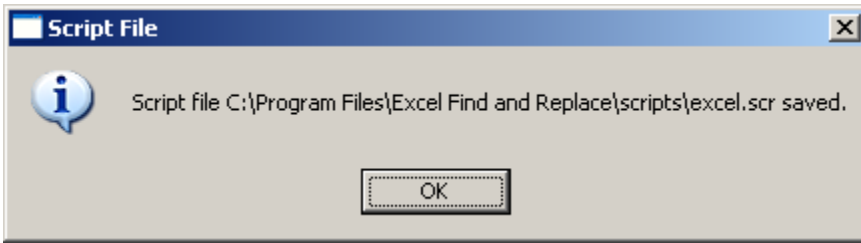
11. To save the information to a script file click the Save Script button



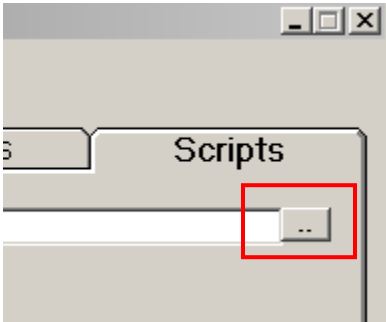
12. Go to folder C:\Program Files\Excel Find and Replace\scripts and type in file name **excel.scr**. Click the Save button to save the script file.



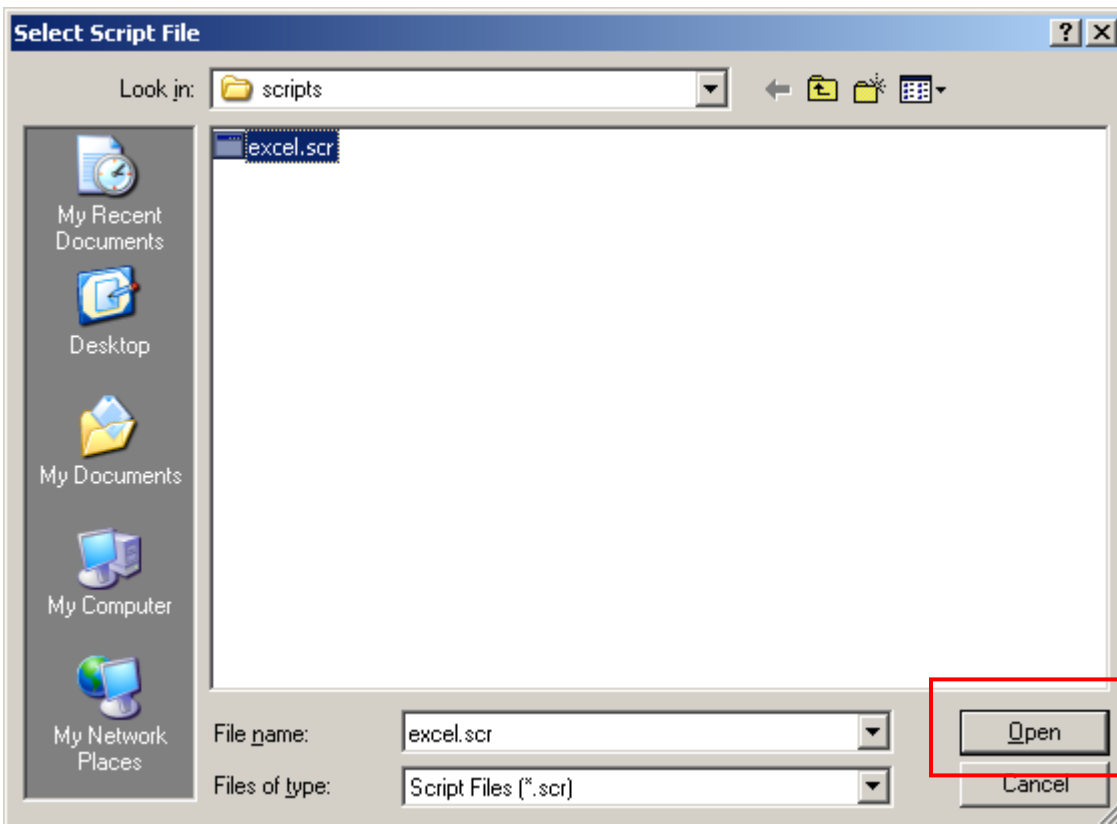
13. You should see this message. Click the OK button



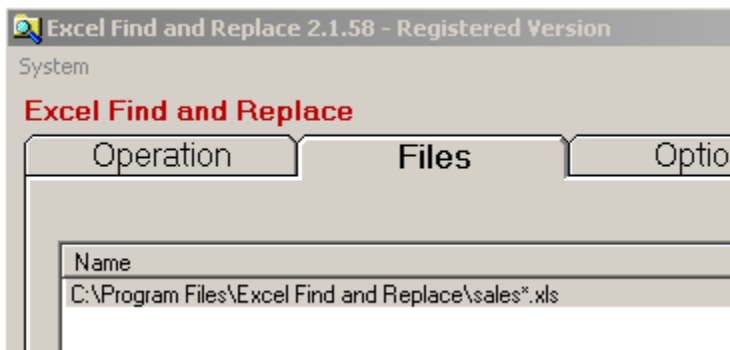
14. Close the application then reload it. Select the Scripts Tab and click the button to open a script file.



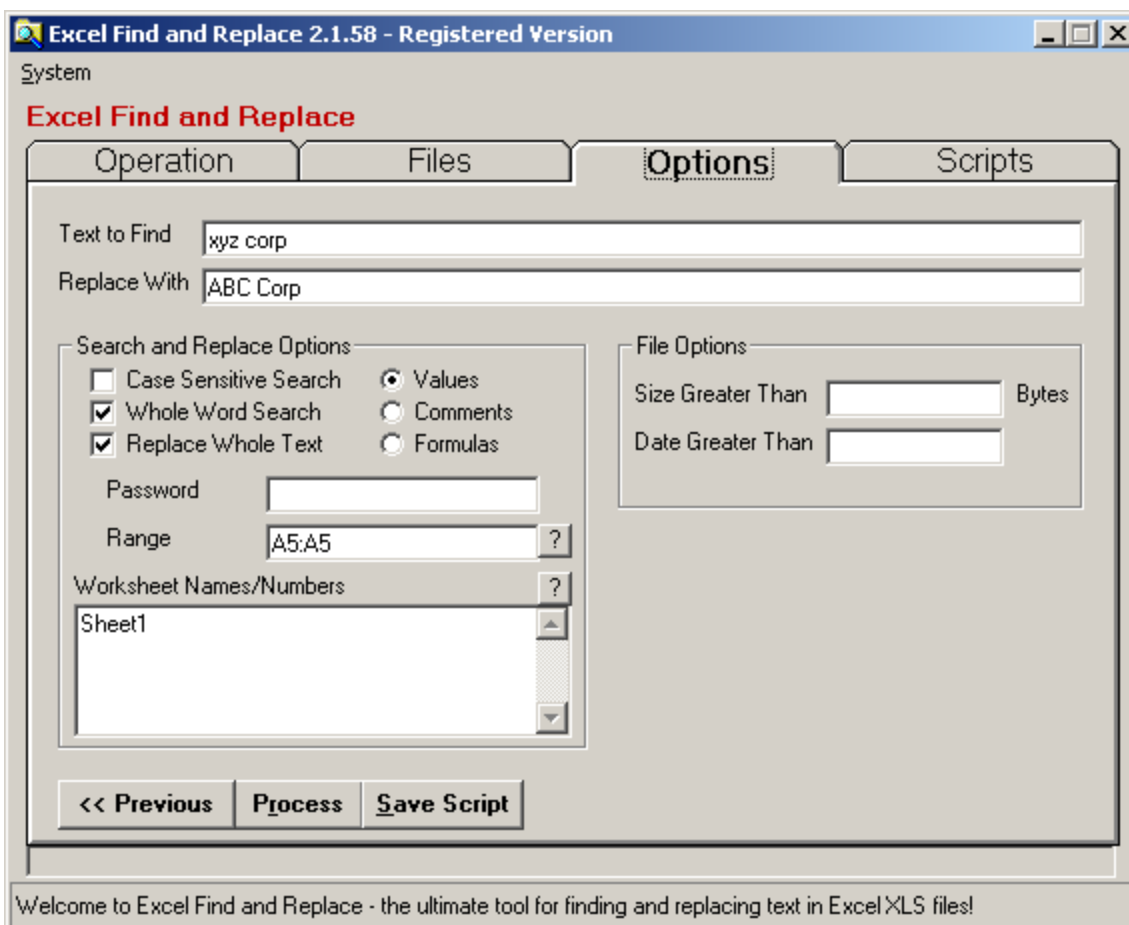
15. Select file C:\Program Files\Excel Find and Replace\scripts\excel.scr and click the Open button



16. Click the Files Tab and notice that our file information has been added to the list.



17. Click the Options Tab and notice that this information has been restored as well.



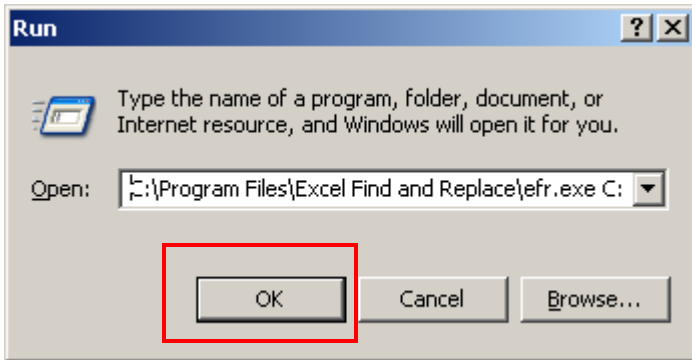
18. Click the Process button and wait for processing to finish. If all goes well you should see this message at the bottom of the screen.

3 files found, 3 opened, 3 changed.

19. Open Excel workbooks SALES1.XLS, SALES2.XLS, SALES3.XLS in folder C:\Program Files\Excel Find and Replace and examine cell A5 in Sheet1. Notice that XYZ Corp has been changed to ABC Corp. Close the Excel workbooks when you are done.

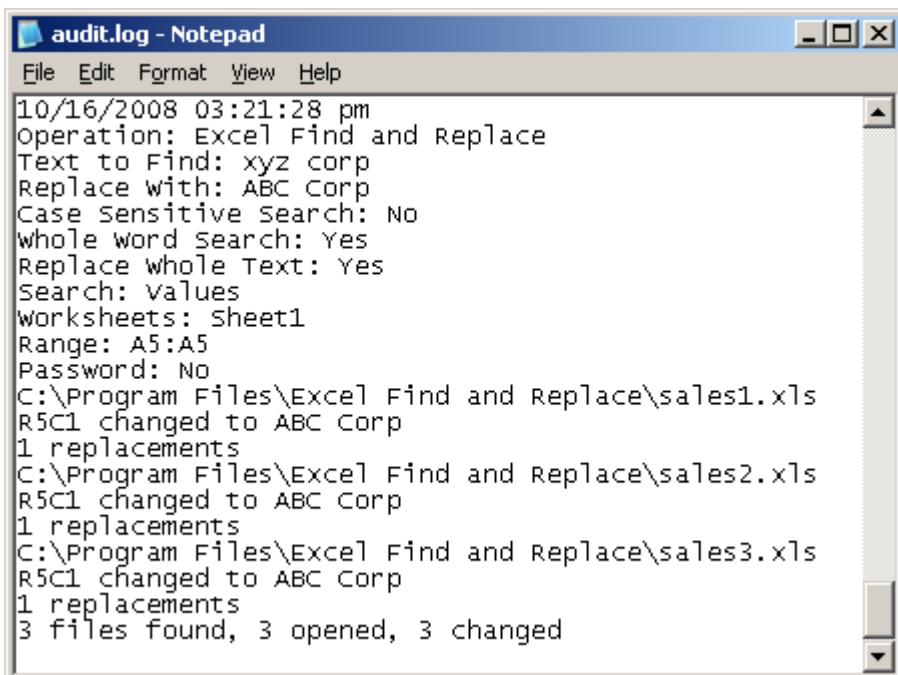
	A	B
1	July 2007 Sales	
2		
3	Company	Revenue
4		
5	ABC Corp	\$152,323.00
6	Microslott Inc.	\$4,343,121.00
7	Big Blue Inc.	\$435,566.00
8	Mikron Services	\$932,423.00
9		
10	Total	\$5,863,433.00

20. You can also run the script file from within a batch file or from the Command Prompt. Change the value of cell A5 in Sheet1 for all workbooks back to XYZ Corp. Close all the workbooks then click Window's Start button and select "Run...". Enter text "**C:\Program Files\Excel Find and Replace\efr.exe**" **C:\Program Files\Excel Find and Replace\scripts\excel.scr** and click the OK button to run the script.

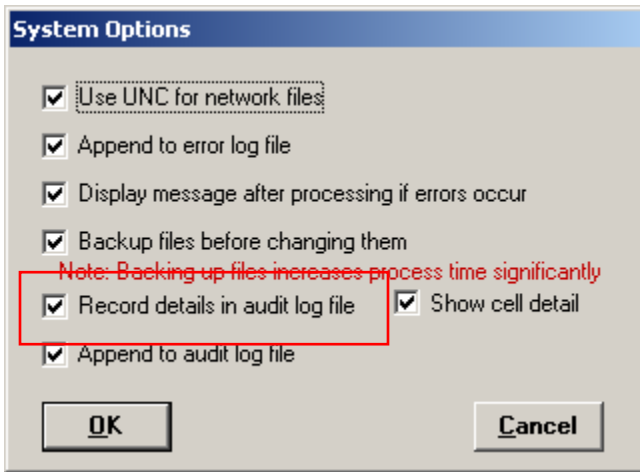


21. Open the workbooks and examine the contents of cell A5 in Sheet1. They should all contain ABC Corp.

22. Open C:\Program Files\Excel Find and Replace\AUDIT.LOG to see detail of changes.



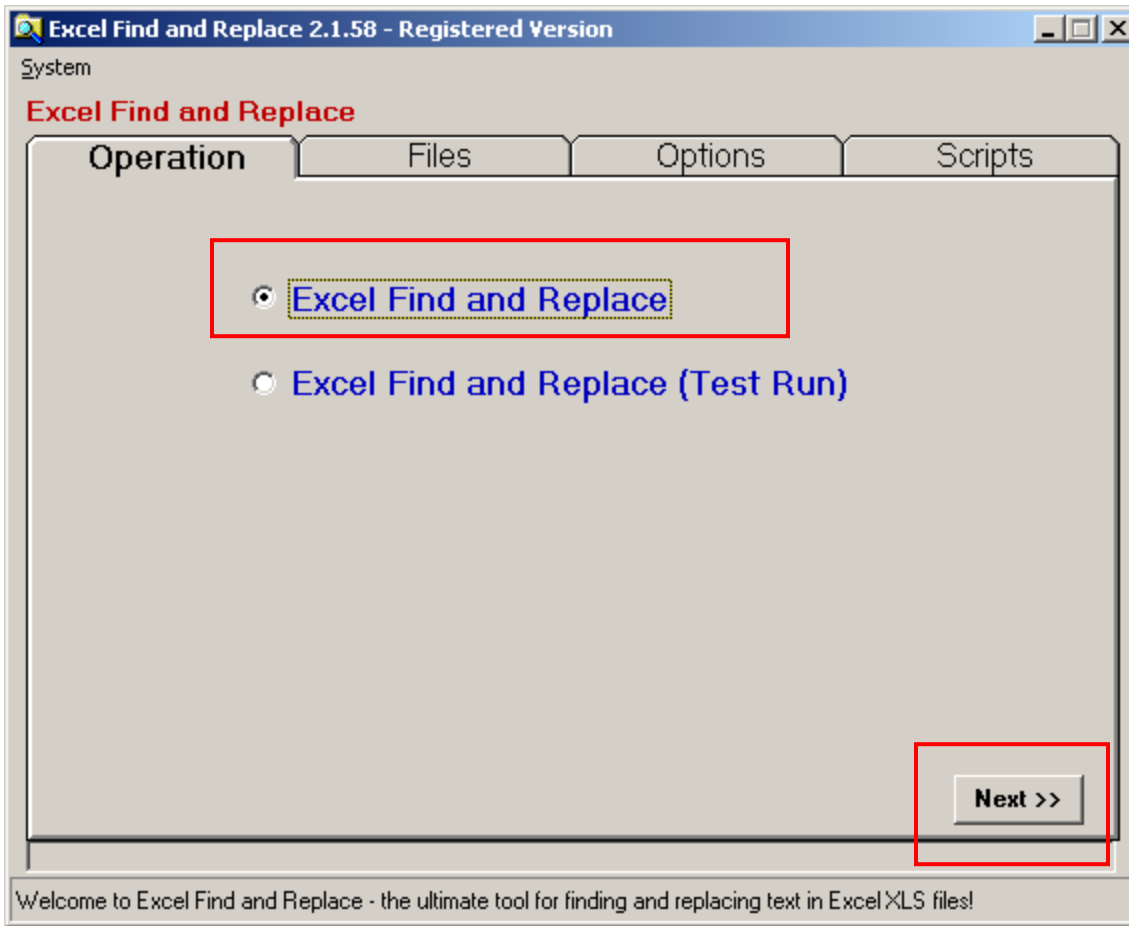
If you do not wish to update the audit log you can disable this feature from the System Options Screen by un-checking “Record details in audit log file”



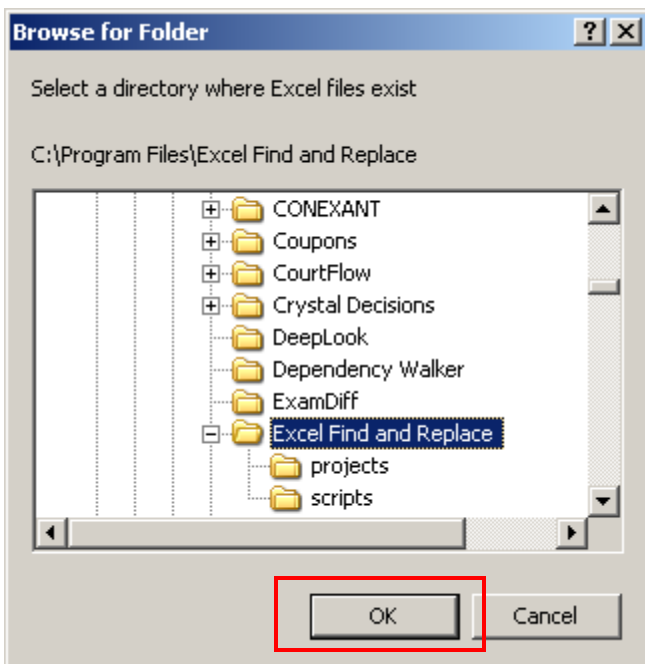
You can run several script files at once from the Scripts Tab by clicking button “Add Script to List”, selecting scripts, then clicking the Process button. To save the scripts in a project file click the button “Save Project”. Project files can be run from the within batch files or from the command prompt just like script files.

How to Find and Replace Cell Hyperlinks in Excel Workbooks

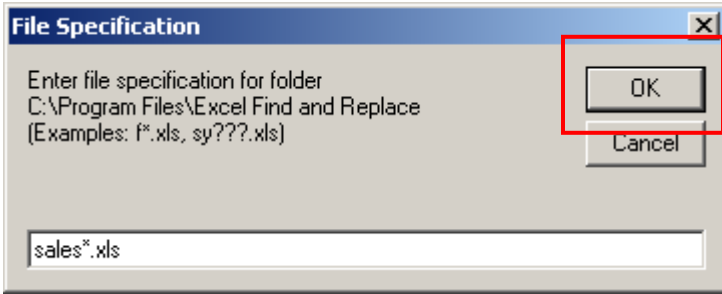
1. Start Button > Programs > Excel Find and Replace > Application. Select the first operation “Excel Find and Replace” and click the Next Button.



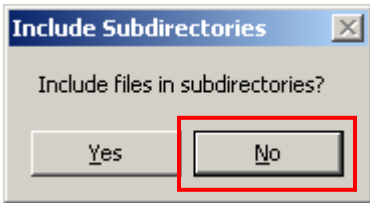
2. Click the Add File Spec Button and click the OK button to select folder C:\Program Files\Excel Find and Replace



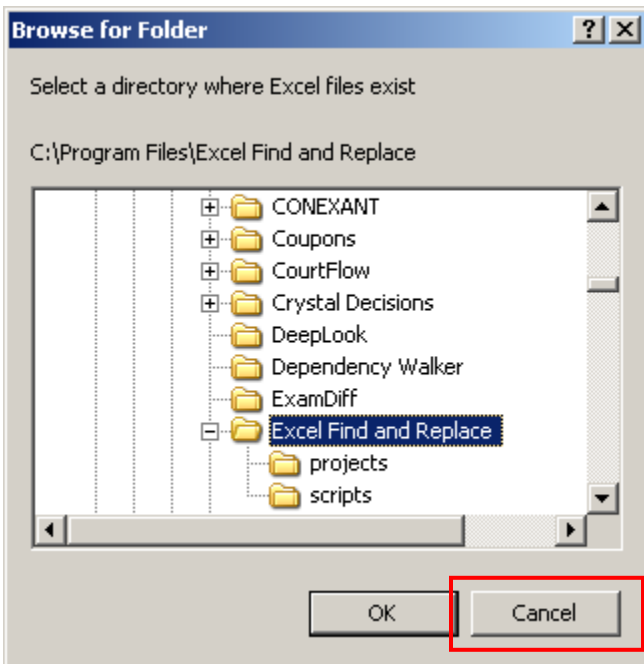
- To select all the Excel files in the application folder that begin with text “sales” enter **sales*.xls** as and click the OK button. We could have entered each workbook individually via the Add File button but this is much easier.



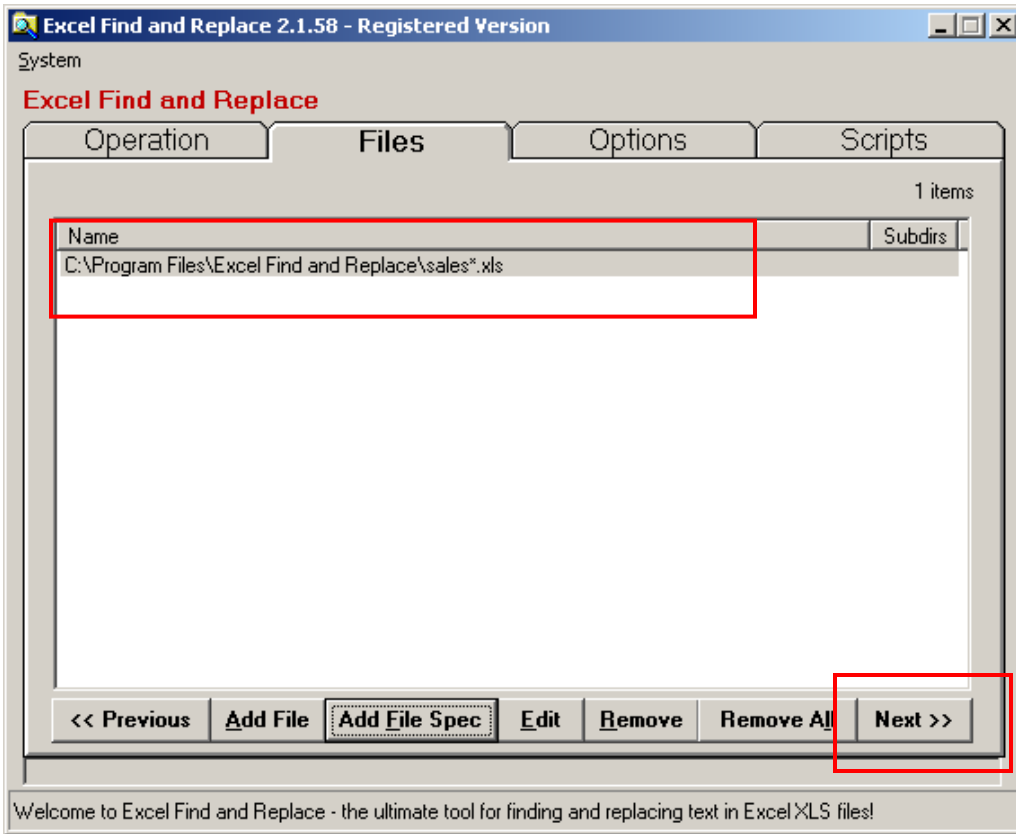
- Since there are no sub-folders to search answer No.



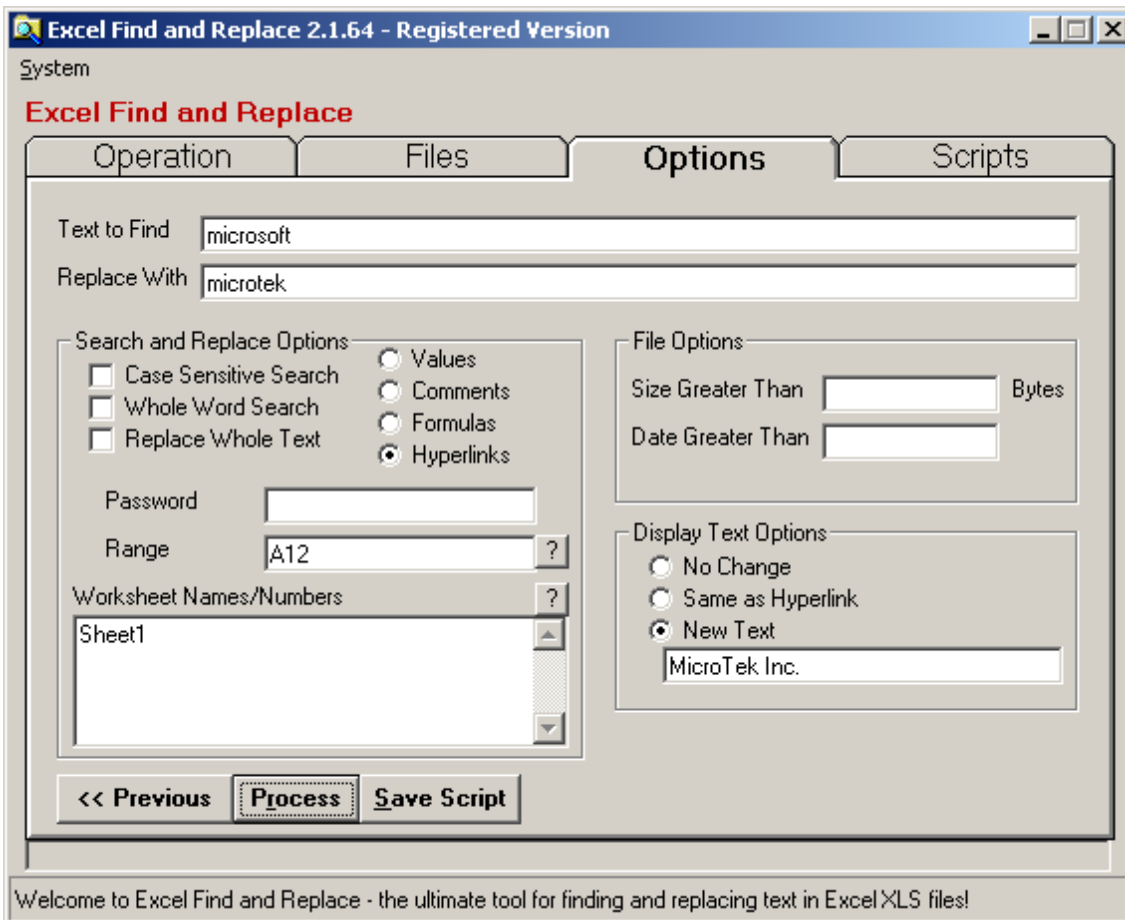
- We are done entering file information so click the Cancel button.



6. You should now see the file information in the file list. Click the Next button.



7. For “Text to Find” enter **microsoft**, for “Replace With” enter **microtek**, select the **Hyperlinks** radio button, for “Worksheet Name” enter **Sheet1**, for “Range” enter **A12**, for “Display Text Options” select the **New Text** radio button and enter **MicroTek Inc.** Click the Process button to start finding and replacing text.



- Click the Process button and wait for processing to finish. If all goes well you should see this message at the bottom of the screen.

3 files found, 3 opened, 3 changed.

- Open Excel workbooks SALES1.XLS, SALES2.XLS, SALES3.XLS in folder C:\Program Files\Excel Find and Replace and examine cell A12 in Sheet1. Notice that hyperlink <http://www.microsoft.com> has been changed to <http://www.microtek.com> and that the display text has been changed to MicroTek Inc. Close the Excel workbooks when you are done.

	A	B
1	July 2007 Sales	
2		
3	Company	Revenue
4		
5	ABC Corp	\$152,323.00
6	Microsoft Inc.	\$4,343,121.00
7	Big Blue Inc.	\$435,566.00
8	Mikron Services	\$932,423.00
9		
10	Total	\$5,863,433.00
11		
12	MicroTek Inc.	
13		
14		