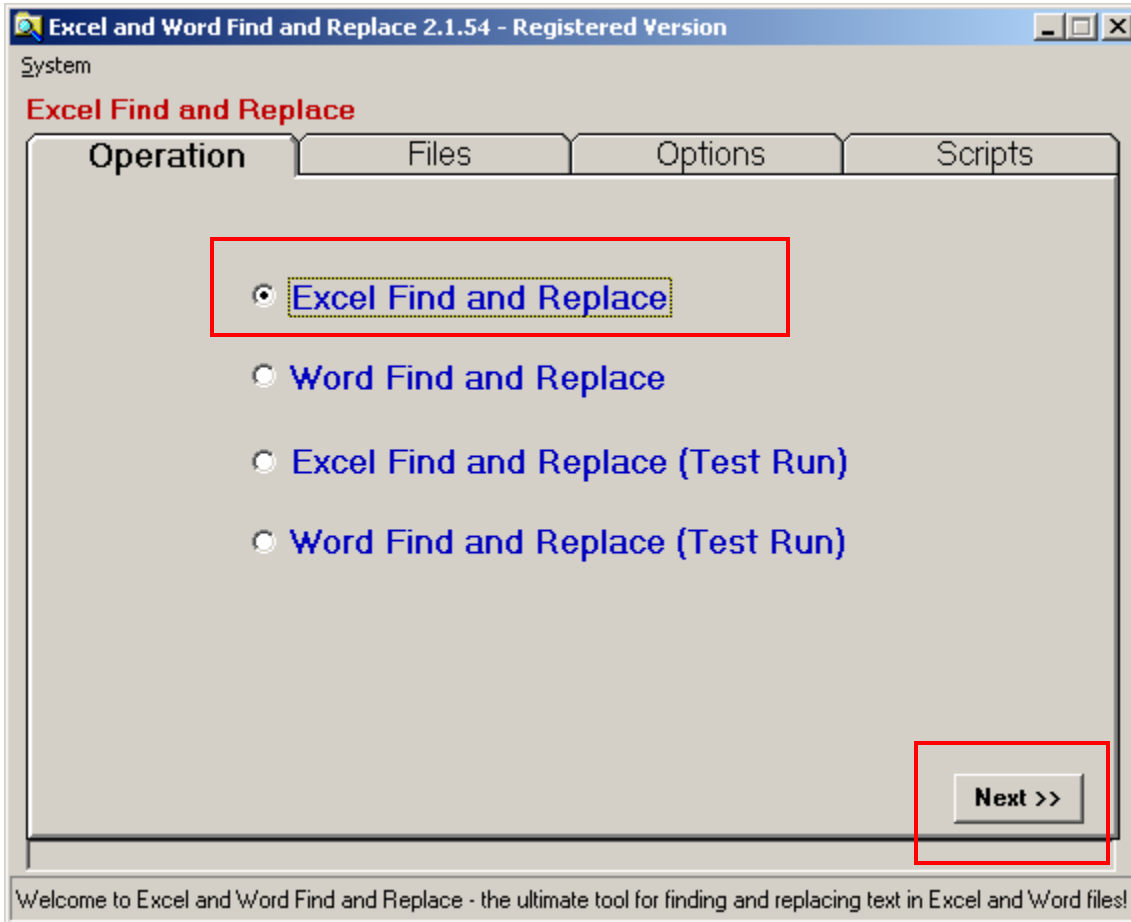
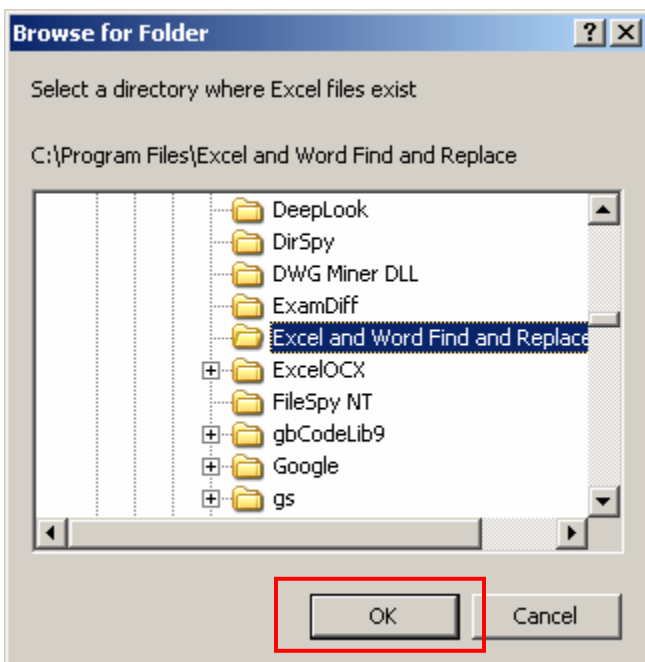


## Excel and Word Find and Replace Tutorial

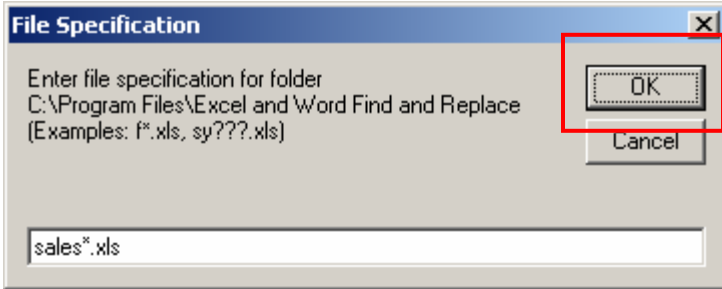
1. Start Button > Programs > Excel and Word Find and Replace > Application. Select the first operation “Excel Find and Replace” and click the Next Button.



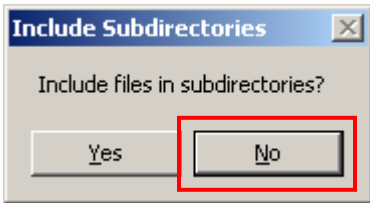
2. Click the Add File Spec Button and click the OK button to select folder C:\Program Files\Excel and Word Find and Replace



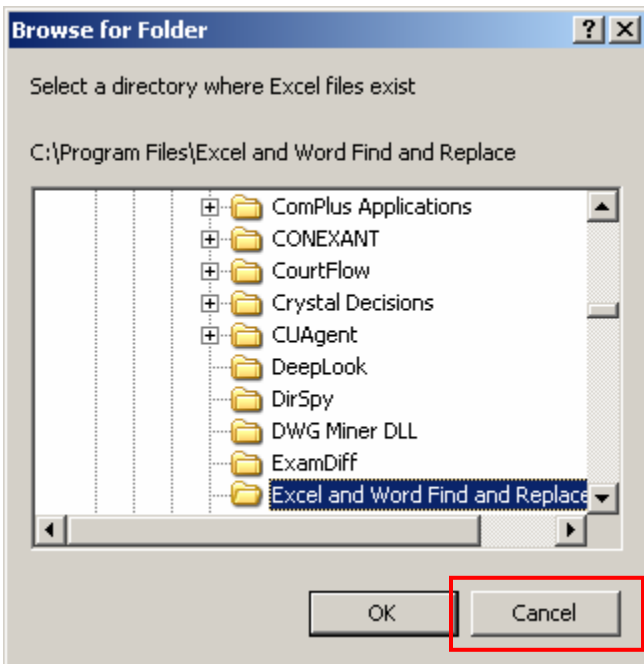
- To select all the Excel files in the application folder that begin with text “sales” enter **sales\*.xls** as and click the OK button. We could have entered each workbook individually via the Add File button but this is much easier.



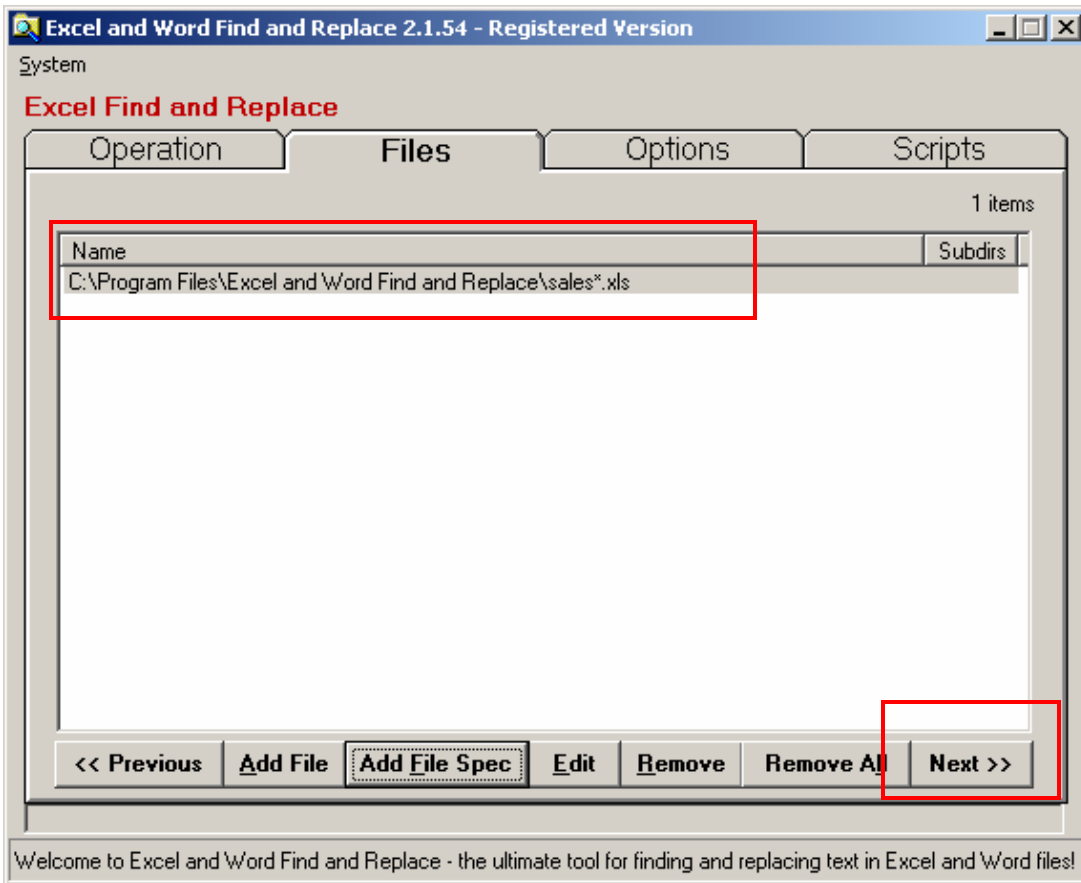
- Since there are no sub-folders to search answer No.



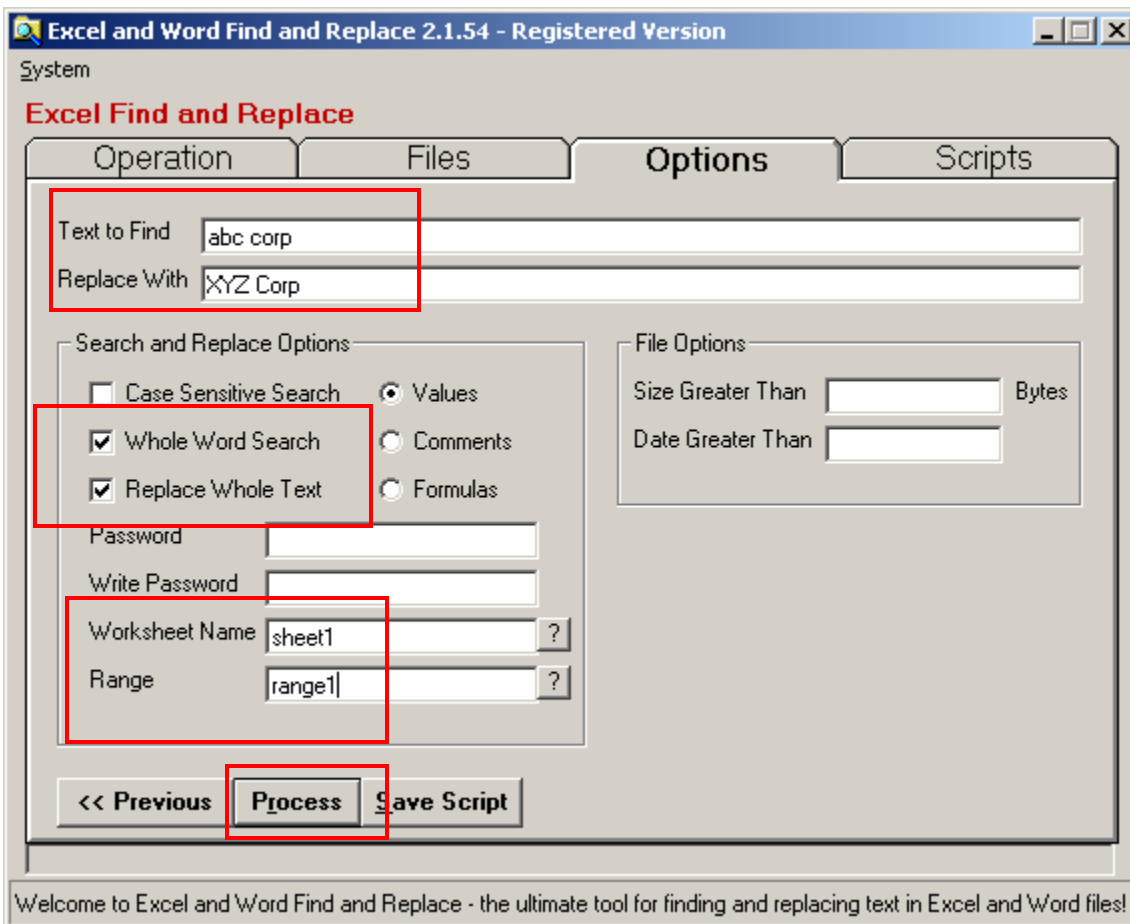
- We are done entering file information so click the Cancel button.



- 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 **range1**. Click the Process button to start finding and replacing text.



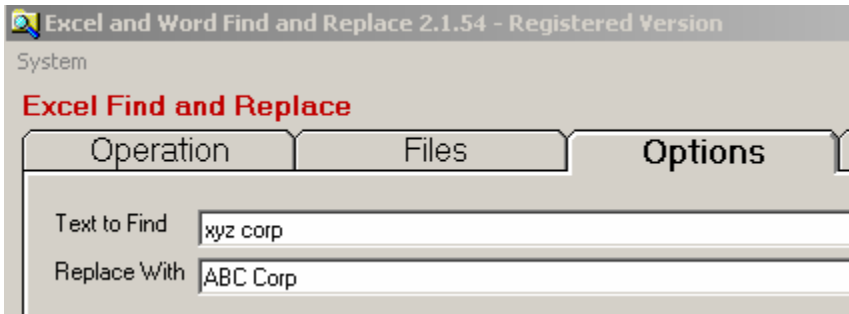
7. If all goes well you should see the message “3 files examined, 3 files changed” at the bottom of the screen

3 files examined, 3 changed

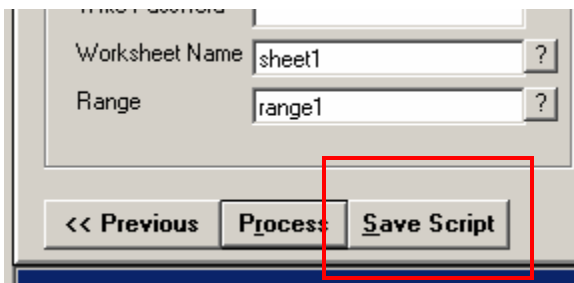
8. Open Excel workbooks SALES1.XLS, SALES2.XLS, SALES3.XLS in folder C:\Program Files\Excel and Word Find and Replace and examine the contents on Sheet1. Notice that ABC Corp has been changed to XYZ Corp. Close the Excel workbooks when are done.

	A	B
1	<b>July 2007 Sales</b>	
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

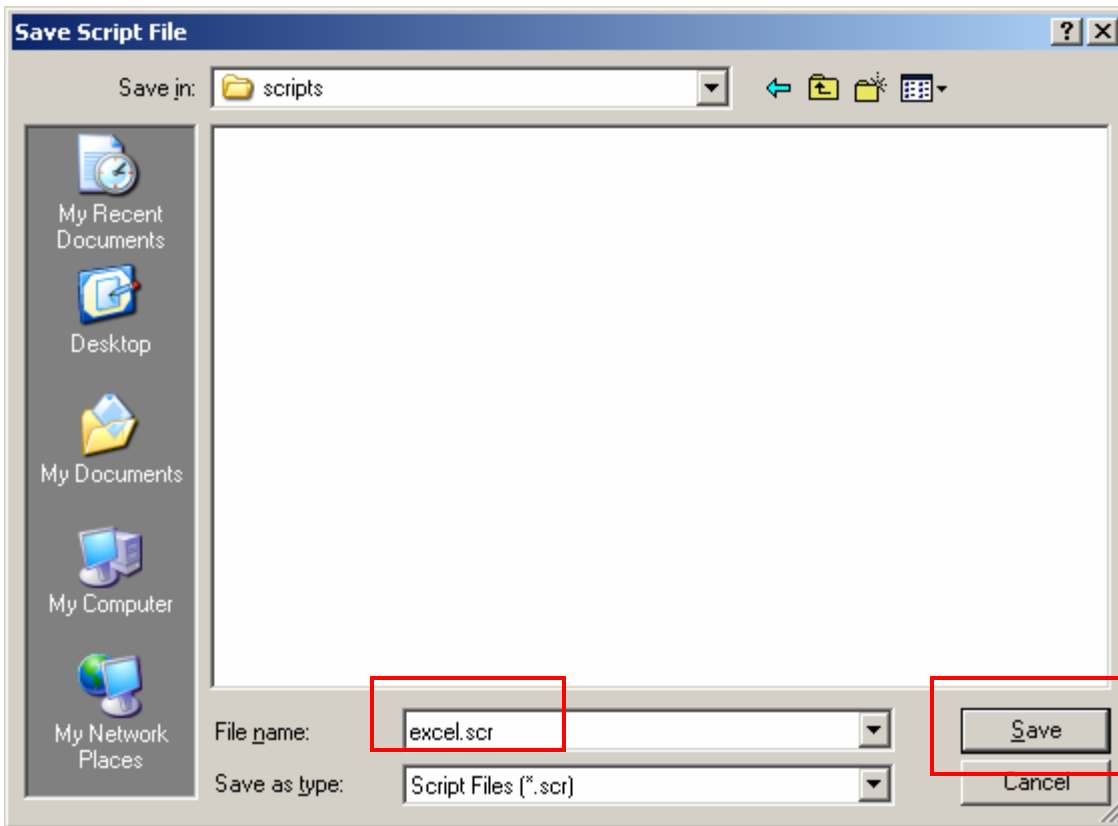
9. Now we will change the data back to what it was by creating a script file then processing that script file. On the Options Tab for “Text to Find” enter **xyz corp** and for “Replace With” enter **ABC Corp**



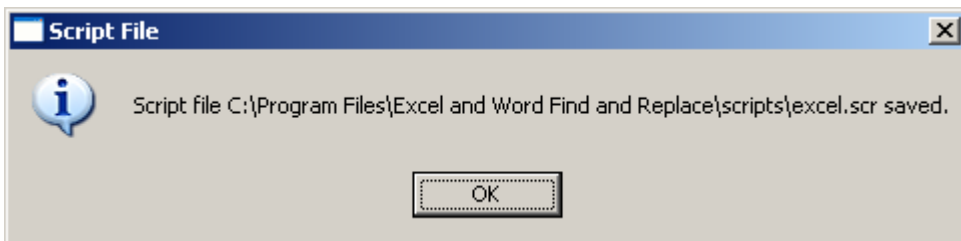
10. To save the information to a script file click the Save Script button



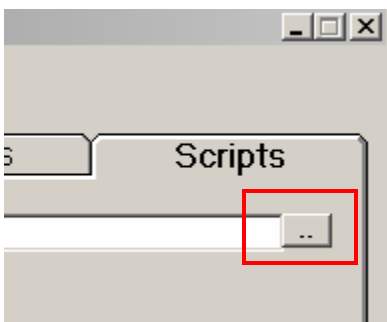
11. Go to folder C:\Program Files\Excel and Word Find and Replace\scripts and type in file name **excel.scr**. Click the Save button to save the script file.



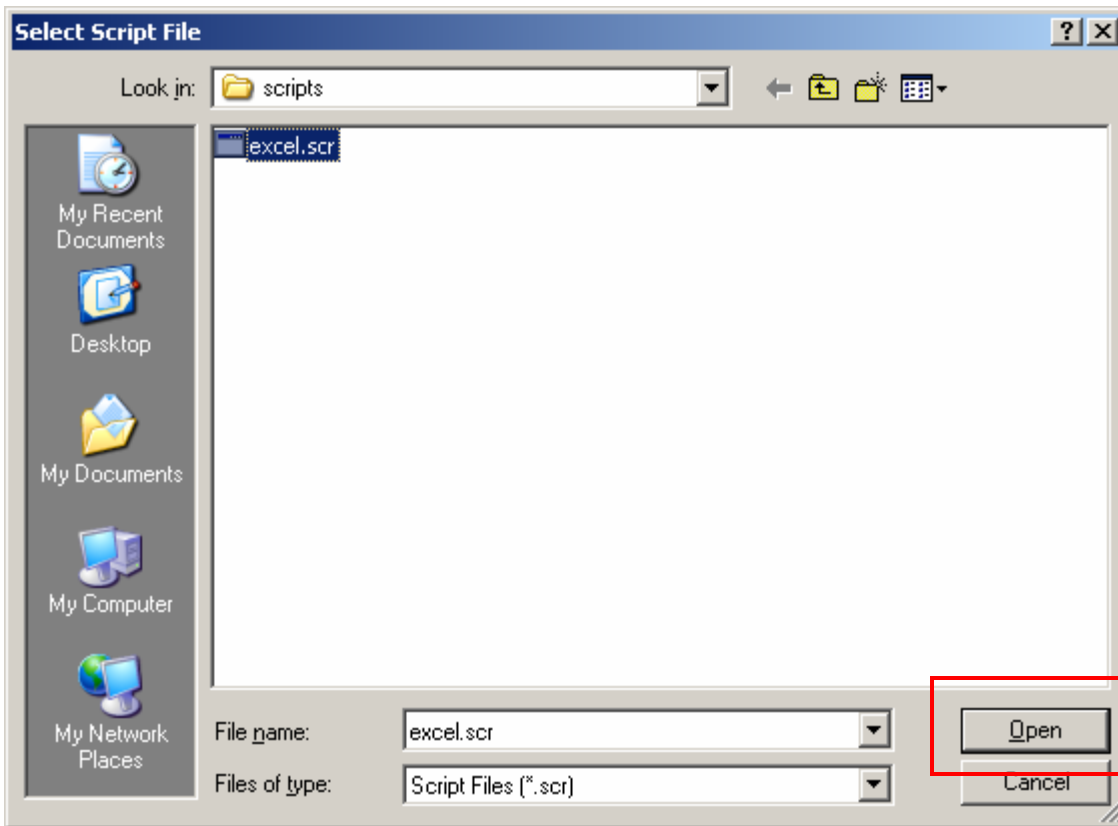
11. You should see this message. Click the OK button



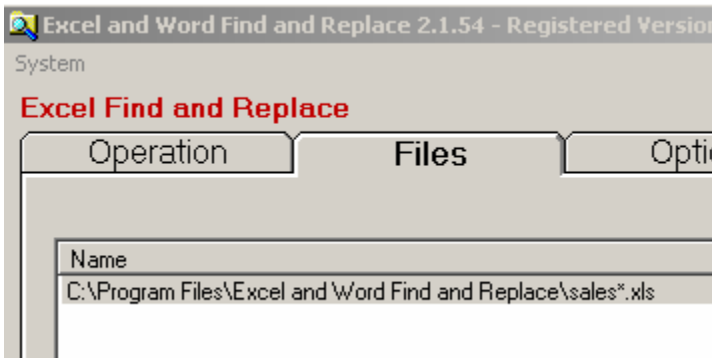
12. Close the application then reload it. Select the Scripts Tab and click the button to open a script file.



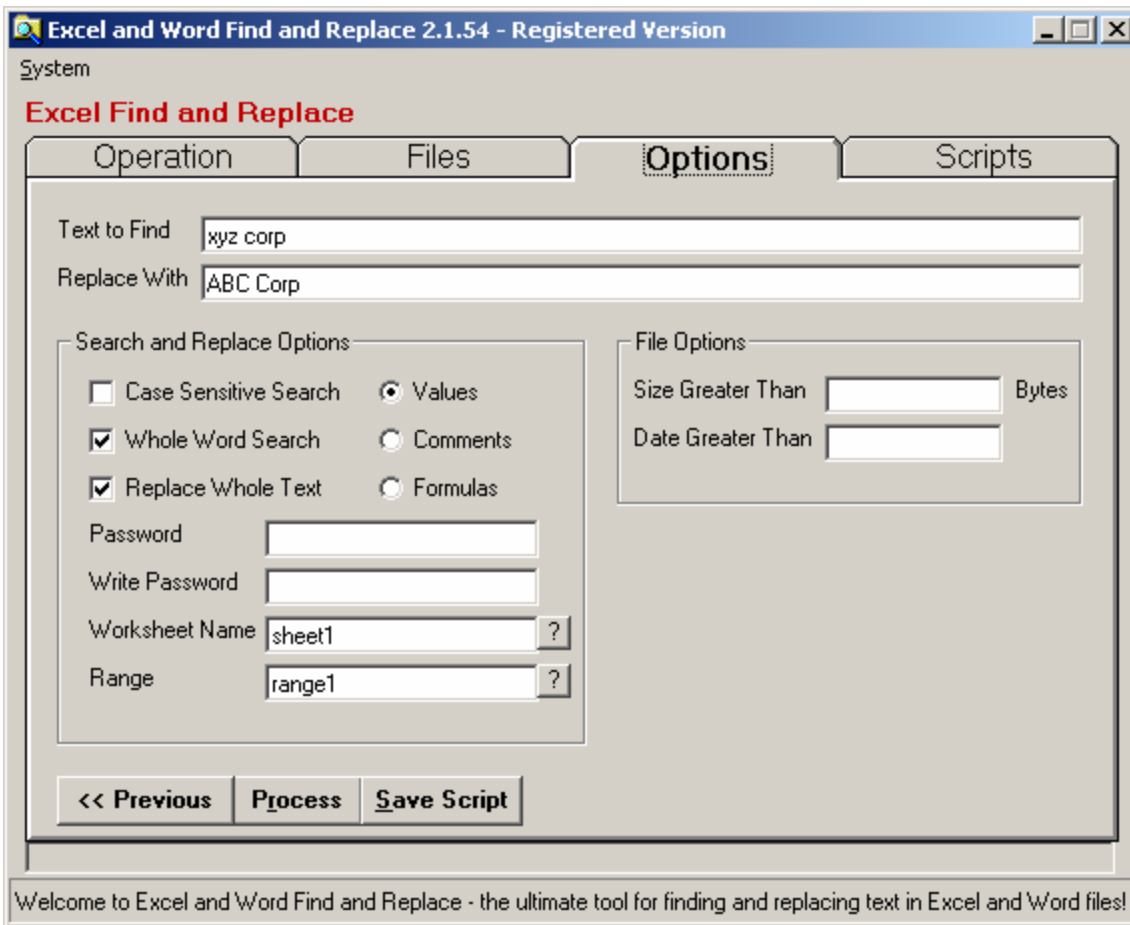
13. Select file C:\Program Files\Excel and Word Find and Replace\scripts\excel.scr and click the Open button



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



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



16. 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 examined, 3 changed

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

	A	B
1	<b>July 2007 Sales</b>	
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