

## CHAPTER 11

# FINDING AND REPLACING

**INFocus**

As the names imply, **finding** involves looking for particular information or data in a worksheet and **replacing** means replacing the data you've found with a new value.

**In this session you will:**

- ✓ gain an understanding of find and replace operations
- ✓ learn how to find text
- ✓ learn how to find cell references in formulas
- ✓ learn how to replace values
- ✓ learn how to use replace to change formulas
- ✓ learn how to replace data within a specific range
- ✓ learn how to find formats
- ✓ learn how to find constants using **Go To Special**
- ✓ learn how to find formulas using **Go To Special**
- ✓ learn how to find the current region
- ✓ learn how to find the last cell.

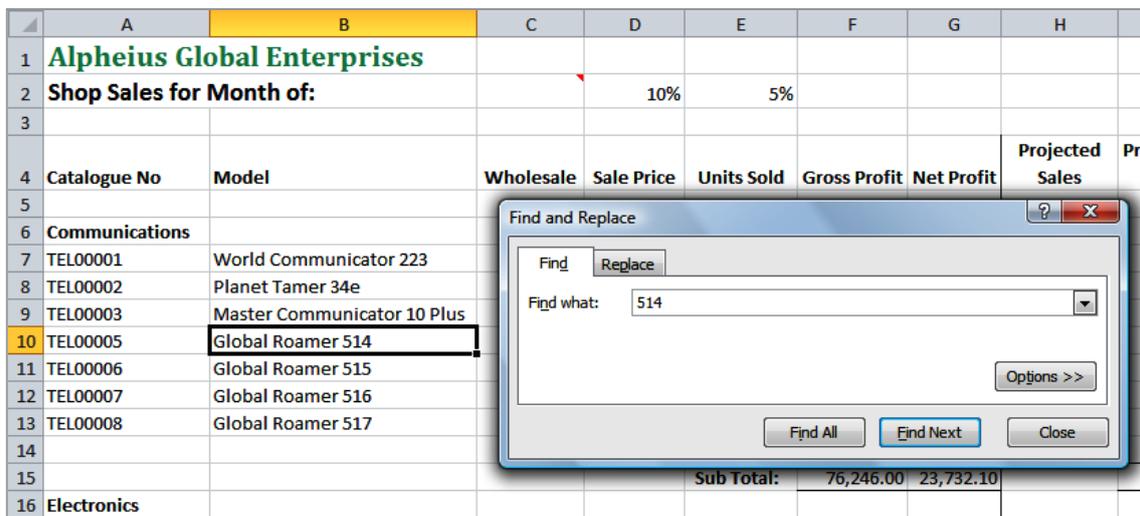
# UNDERSTANDING FIND AND REPLACE OPERATIONS

Worksheets can become very complex rather quickly and it can then be time-consuming to locate specific information in the file. This is where the **Find** operation comes in. **Find** allows

you to search for a huge range of things so that you can check the details or make changes. **Replace** is the natural follow-on from **Find**, allowing you to replace what you've found with an alternative.

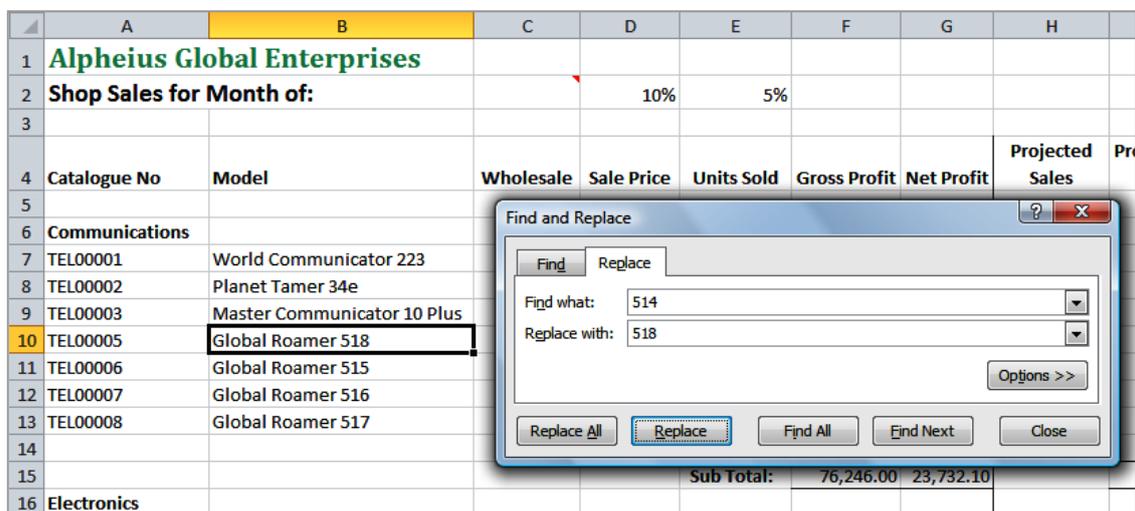
## 1 Find

The **Find** operation searches through the active worksheet for whatever you type in the **Find what** field of the **Find and Replace** dialog box. In the example below, as the result of a search for **514**, the cell pointer has moved to **B10** because this is the first occurrence of the value **514**. [**Find Next**] is used to find the next occurrence and [**Find All**] is used to create a list of all of the occurrences.



## 2 Replace

The **Replace** operation also searches through the active worksheet for whatever you've typed in the **Find what** field of the **Find and Replace** dialog box. You can then use [**Replace**] to substitute the text in **Replace with** for the found text. In this example, **514** has been replaced by **518**. You can use the **Find and Replace** dialog box to find (and replace) parts of cell entries or entire cell entries.



# FINDING TEXT

Common reasons to **find text** in a worksheet are because you want to locate an entry that you know exists, or because you don't know if the entry does exist. A **Find** operation in Excel

requires you to specify the text, value and/or format that you want to search for. Excel will search the active worksheet then select the first cell that matches the criteria.

## Try This Yourself:

**Open File**

Before starting this exercise you **MUST** open the file *E825 Find And Replace\_1.xlsx...*

**1** Click on **Find & Select** on the **Home** tab, of the **Ribbon**, to display the menu

*It includes a series of options for locating specific types of data or cells in the worksheet...*

**2** Select **Find** to display the **Find and Replace** dialog box

**3** Type **broadband** then click on **[Find Next]**

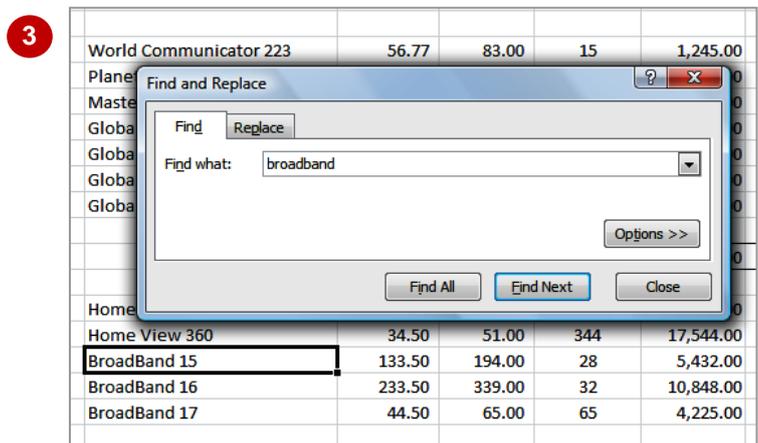
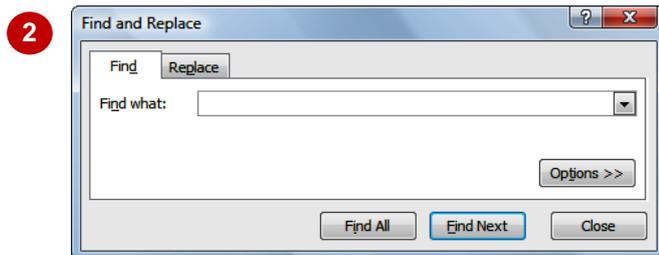
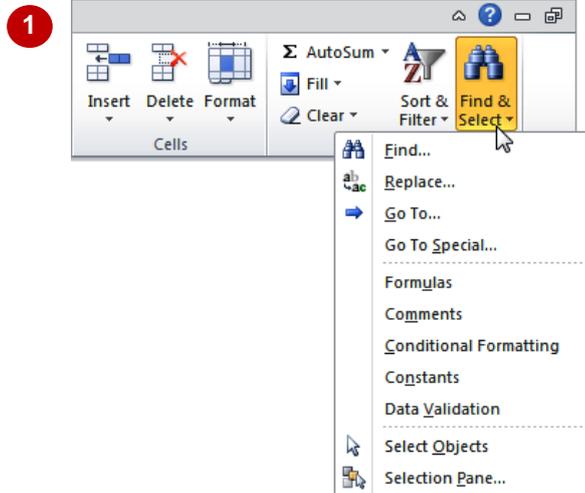
*The cell pointer will jump to the first cell that contains matching text. Notice that Excel doesn't worry about the text's case and, by default, looks for the text even if it is only part of a cell entry...*

**4** Click on **[Find Next]** to find the next occurrence of **broadband**

**5** Click slowly on **[Find Next]** two more times, watching which cells the cell pointer moves to

*Since there are no more examples of broadband, the cell pointer will jump back to the first instance...*

**6** Click on **[Close]** to close the **Find and Replace** dialog box



## For Your Reference...

To **find text**:

1. Click on **Find & Select**
2. Select **Find**
3. Type the text
4. Click on **[Find Next]**

## Handy to Know...

- You can search the entire **Workbook** or just the active **Sheet** by clicking on **[Options]** in the **Find and Replace** dialog box, then selecting **Workbook** or **Sheet** in **Within**.
- You can restrict the search to text with the same case by clicking on **Match case** under **[Options]**.

# FINDING CELL REFERENCES IN FORMULAS

If you make extensive use of formulas in Excel, a very common search that you are likely to use is to find every cell that includes a **reference** to a particular cell. For example, you may want to find

all of the formulas that use the value in cell **A23**. To do this you need to look for data that forms part of a cell entry. Fortunately, this is a default **Find** option.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E825 Find And Replace\_2.xlsx...*

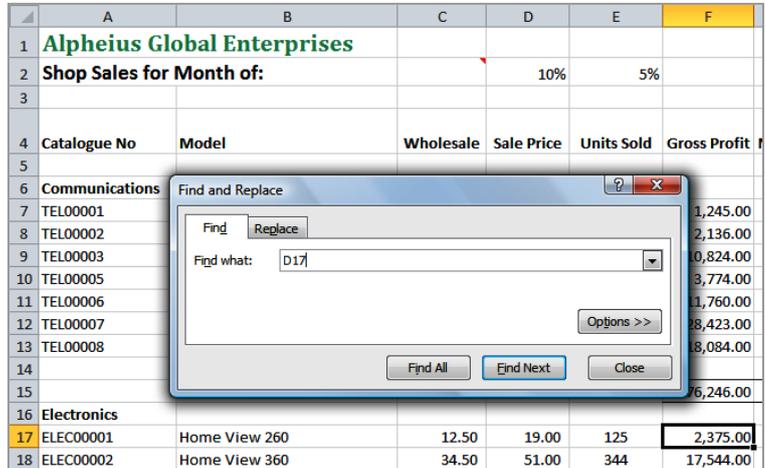
- 1 Press + to return to **A1**
- 2 On the **Home** tab, click on **Find & Select** and select **Find**, then type **D17** in **Find what**
- 3 Click on **[Find Next]**

The cell pointer will now stop on cell **F17** which contains the formula  $=D17 * E17...$

- 4 Click on **[Find Next]** until you return to **F17**
- 5 Click on **[Options]** then click on **Match entire cell contents** until it appears with a tick
- 6 Click on **[Find Next]**

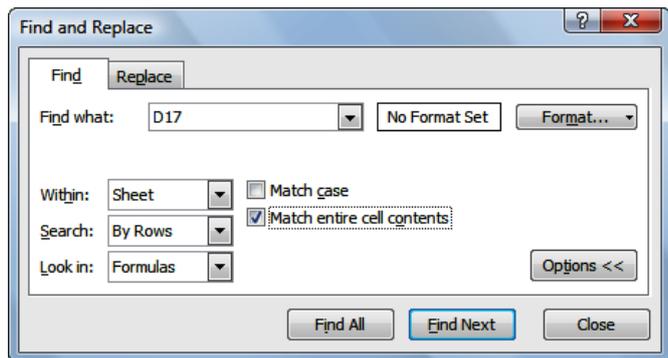
Excel will advise that it can't find the data. This has occurred because Excel is looking for a cell that contains only **D17...**

- 7 Click on **[OK]** to close the message
- 8 Click on **[Options]** to hide the options then click on **[Close]**

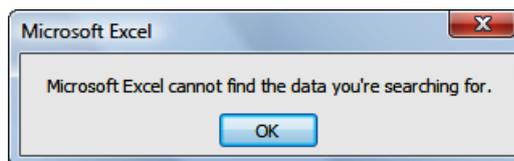


3

5



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## For Your Reference...

To **find cell references**:

1. Click on **Find & Select**
2. Select **Find**
3. Type the cell reference
4. Click on **[Find Next]**

## Handy to Know...

- **Match entire cell contents** is very useful if you want to search for a particular number and know that it appears in a cell by itself. For example, if you want to locate **12** and turn on **Match entire cell contents**, Excel will ignore entries such as 112, 12,234 and 45.12, and only accept 12.

# REPLACING VALUES

**Replacing** is the natural extension of **finding**. After all, why do you search for something? Quite often it is because you want to update it. You undertake a replace operation by nominating

what to find and what the found data should be replaced with. You can even use **Replace** to remove data by finding the data and replacing it with nothing.

## Try This Yourself:

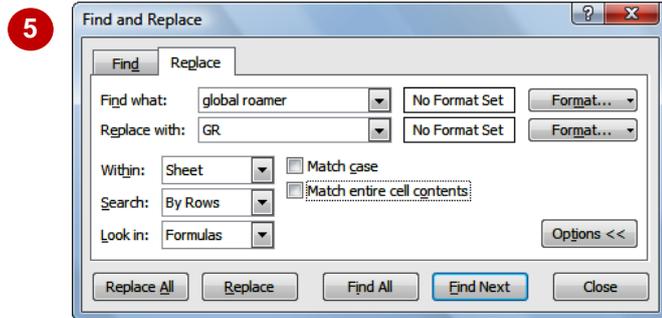
Same File

Continue using the previous file with this exercise, or open the file E825 Find And Replace\_3.xlsx...

- 1 Press + to return to **A1**
- 2 Click on **Find & Select** and select **Replace**  
The Find and Replace dialog box will appear with the Replace tab active...
- 3 Double-click on the text in **Find what** and type **global roamer**
- 4 Press **Tab** and type **GR** in **Replace with**
- 5 Click on **[Options]** then click on **Match entire cell contents** until it appears without a tick
- 6 Click on **[Replace All]** to replace the text  
Excel will advise that it has made four replacements...
- 7 Click on **[OK]** to close the message box
- 8 Click on **[Options]** to hide the options then click on **[Close]**  
The last four communications products have now been renamed

1

|    | A                           | B                           | C         | D          |
|----|-----------------------------|-----------------------------|-----------|------------|
| 1  | Alpheius Global Enterprises |                             |           |            |
| 2  | Shop Sales for Month of:    |                             |           | 10%        |
| 3  |                             |                             |           |            |
| 4  | Catalogue No                | Model                       | Wholesale | Sale Price |
| 5  |                             |                             |           |            |
| 6  | Communications              |                             |           |            |
| 7  | TEL00001                    | World Communicator 223      | 56.77     | 83.00      |
| 8  | TEL00002                    | Planet Tamer 34e            | 122.50    | 178.00     |
| 9  | TEL00003                    | Master Communicator 10 Plus | 677.99    | 984.00     |
| 10 | TEL00005                    | Global Roamer 514           | 76.00     | 111.00     |
| 11 | TEL00006                    | Global Roamer 515           | 144.55    | 210.00     |
| 12 | TEL00007                    | Global Roamer 516           | 455.50    | 661.00     |
| 13 | TEL00008                    | Global Roamer 517           | 566.78    | 822.00     |
| 14 |                             |                             |           |            |



8

|    | A                           | B                           | C         | D          |
|----|-----------------------------|-----------------------------|-----------|------------|
| 1  | Alpheius Global Enterprises |                             |           |            |
| 2  | Shop Sales for Month of:    |                             |           | 10%        |
| 3  |                             |                             |           |            |
| 4  | Catalogue No                | Model                       | Wholesale | Sale Price |
| 5  |                             |                             |           |            |
| 6  | Communications              |                             |           |            |
| 7  | TEL00001                    | World Communicator 223      | 56.77     | 83.00      |
| 8  | TEL00002                    | Planet Tamer 34e            | 122.50    | 178.00     |
| 9  | TEL00003                    | Master Communicator 10 Plus | 677.99    | 984.00     |
| 10 | TEL00005                    | GR 514                      | 76.00     | 111.00     |
| 11 | TEL00006                    | GR 515                      | 144.55    | 210.00     |
| 12 | TEL00007                    | GR 516                      | 455.50    | 661.00     |
| 13 | TEL00008                    | GR 517                      | 566.78    | 822.00     |
| 14 |                             |                             |           |            |

## For Your Reference...

To **replace values**:

1. Click on **Find & Select**
2. Select **Replace**
3. Type the text to find and the text to replace it with
4. Click on **[Replace All]**

## Handy to Know...

- You can use **wildcards** to narrow your search so that you find information that has certain characters only. Use a question mark (?) to replace individual characters, an asterisk (\*) to replace multiple characters, and a tilde (~) to search for wildcard characters (such as ~? to search for a ?).

# USING REPLACE TO CHANGE FORMULAS

Once you've mastered find and replace concepts, you can use the techniques to perform some very interesting operations in a worksheet. Find and replace can be useful on those occasions when

you have to make a structural change to a worksheet and need to ensure that the **formulas are updated correctly**, for example.

## Try This Yourself:

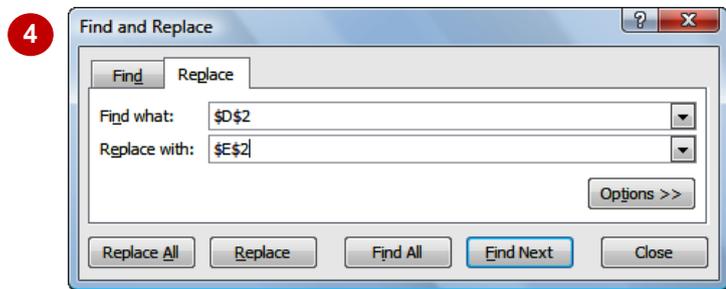
Same File

Continue using the previous file with this exercise, or open the file *E825 Find And Replace\_4.xlsx...*

- 1 Click on **H7** and examine the formula in the **Formula bar**  
`=INT(E7+(E7*$D$2))`  
*calculates the projected sales based on the rate in \$D\$2. We can change the formula to refer to the rate in \$E\$2 instead...*
- 2 Click on **Find & Select**  and select **Replace**
- 3 Delete the text in **Find what** and type **\$D\$2**
- 4 Press **Tab** and type **\$E\$2** in **Replace with**
- 5 Click on **[Replace All]** to replace the formulas in column **H** and to update the results of the formula  
*There should be 12 replacements...*
- 6 Click on **[OK]** to close the message box then click on **[Close]**
- 7 Check the modified formula in **H7** in the **Formula bar**

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|    | D          | E          | F            | G          | H               | I                    |
|----|------------|------------|--------------|------------|-----------------|----------------------|
| 3  |            |            |              |            |                 |                      |
| 4  | Sale Price | Units Sold | Gross Profit | Net Profit | Projected Sales | Projected Net Profit |
| 5  |            |            |              |            |                 |                      |
| 6  |            |            |              |            |                 |                      |
| 7  | 83.00      | 15         | 1,245.00     | 393.45     | 16              | 419.68               |
| 8  | 178.00     | 12         | 2,136.00     | 666.00     | 13              | 721.50               |
| 9  | 984.00     | 11         | 10,824.00    | 3,366.11   | 12              | 3,672.12             |
| 10 | 111.00     | 34         | 3,774.00     | 1,190.00   | 37              | 1,295.00             |



7

|    | D          | E          | F            | G          | H               | I                    |
|----|------------|------------|--------------|------------|-----------------|----------------------|
| 3  |            |            |              |            |                 |                      |
| 4  | Sale Price | Units Sold | Gross Profit | Net Profit | Projected Sales | Projected Net Profit |
| 5  |            |            |              |            |                 |                      |
| 6  |            |            |              |            |                 |                      |
| 7  | 83.00      | 15         | 1,245.00     | 393.45     | 15              | 393.45               |
| 8  | 178.00     | 12         | 2,136.00     | 666.00     | 12              | 666.00               |
| 9  | 984.00     | 11         | 10,824.00    | 3,366.11   | 11              | 3,366.11             |
| 10 | 111.00     | 34         | 3,774.00     | 1,190.00   | 35              | 1,225.00             |
| 11 | 210.00     | 56         | 11,760.00    | 3,665.20   | 58              | 3,796.10             |
| 12 | 661.00     | 43         | 28,423.00    | 8,836.50   | 45              | 9,247.50             |
| 13 | 822.00     | 22         | 18,084.00    | 5,614.84   | 23              | 5,870.06             |
| 14 |            |            |              |            |                 |                      |
| 15 |            | Sub Total: | 76,246.00    | 23,732.10  |                 | 24,564.22            |
| 16 |            |            |              |            |                 |                      |

## For Your Reference...

To **use replace** to **change formulas**:

1. Click on **Find & Select** 
2. Type the text to find in **Find what**
3. Type the replacement text in **Replace with**
4. Click on **[Replace All]**

## Handy to Know...

- Just a word of warning. Always save your workbook before performing a **Replace All** operation. If you end up with some unexpected results, you can close the workbook without saving it and then open it to start again.

# REPLACING WITHIN A RANGE

The **Find and Replace** feature can also be used to replace only certain instances of the text for which you search. For example, instead of changing the formulas in the entire worksheet,

you may wish to change only those in a specific range. To do this, you simply select the **range** of cells in which you want to search, before commencing the **Find and Replace** operation.

## Try This Yourself:

**Open File**

Before starting this exercise you **MUST** open the file *E825 Find And Replace\_5.xlsx...*

- 1 Click on **F15**, then hold down  and click on cells **F23** and **F25**, then release **Ctrl**

The three cells will be selected. Notice that the values here are based on the **SUM** function. We will change them to an **AVERAGE** function...

- 2 Click on **Find & Select**  and select **Replace** to display the **Find and Replace** dialog box

- 3 Double-click on the text in **Find what** and type **sum**

- 4 Press **Tab** and type **average** in **Replace with**

- 5 Click on **[Replace All]** to replace all of the values that match within the selected area

- 6 Click on **[OK]** to close the message box, then click on **[Close]**

Look in the **Formula bar**. Notice that the formula for the selected cells is now an **AVERAGE** function

1

| F25 |        | fx =SUM(F15,F23)   |            |           |     |
|-----|--------|--------------------|------------|-----------|-----|
|     | D      | E                  | F          | G         | H   |
| 10  | 111.00 | 34                 | 3,774.00   | 1,190.00  | 35  |
| 11  | 210.00 | 56                 | 11,760.00  | 3,665.20  | 58  |
| 12  | 661.00 | 43                 | 28,423.00  | 8,836.50  | 45  |
| 13  | 822.00 | 22                 | 18,084.00  | 5,614.84  | 23  |
| 14  |        |                    |            |           |     |
| 15  |        | <b>Sub Total:</b>  | 76,246.00  | 23,732.10 |     |
| 16  |        |                    |            |           |     |
| 17  | 19.00  | 125                | 2,375.00   | 812.50    | 131 |
| 18  | 51.00  | 344                | 17,544.00  | 5,676.00  | 361 |
| 19  | 194.00 | 28                 | 5,432.00   | 1,694.00  | 29  |
| 20  | 339.00 | 32                 | 10,848.00  | 3,376.00  | 33  |
| 21  | 65.00  | 65                 | 4,225.00   | 1,332.50  | 68  |
| 22  |        |                    |            |           |     |
| 23  |        | <b>Sub Total:</b>  | 40,424.00  | 12,891.00 |     |
| 24  |        |                    |            |           |     |
| 25  |        | <b>Grand Total</b> | 116,670.00 | 36,623.10 |     |
| 26  |        |                    |            |           |     |

6

| F25 |        | fx =AVERAGE(F15,F23) |           |           |     |
|-----|--------|----------------------|-----------|-----------|-----|
|     | D      | E                    | F         | G         | H   |
| 10  | 111.00 | 34                   | 3,774.00  | 1,190.00  | 35  |
| 11  | 210.00 | 56                   | 11,760.00 | 3,665.20  | 58  |
| 12  | 661.00 | 43                   | 28,423.00 | 8,836.50  | 45  |
| 13  | 822.00 | 22                   | 18,084.00 | 5,614.84  | 23  |
| 14  |        |                      |           |           |     |
| 15  |        | <b>Sub Total:</b>    | 10,892.29 | 23,732.10 |     |
| 16  |        |                      |           |           |     |
| 17  | 19.00  | 125                  | 2,375.00  | 812.50    | 131 |
| 18  | 51.00  | 344                  | 17,544.00 | 5,676.00  | 361 |
| 19  | 194.00 | 28                   | 5,432.00  | 1,694.00  | 29  |
| 20  | 339.00 | 32                   | 10,848.00 | 3,376.00  | 33  |
| 21  | 65.00  | 65                   | 4,225.00  | 1,332.50  | 68  |
| 22  |        |                      |           |           |     |
| 23  |        | <b>Sub Total:</b>    | 8,084.80  | 12,891.00 |     |
| 24  |        |                      |           |           |     |
| 25  |        | <b>Grand Total</b>   | 9,488.54  | 36,623.10 |     |
| 26  |        |                      |           |           |     |

### For Your Reference...

To **replace within a range**:

1. Select the range
2. Click on **Find & Select** , select **Replace**
3. Type the **Find what** and **Replace with** text
4. Click on **[Replace All]**

### Handy to Know...

- With **Find**, you can use **Look in** to specify **Values**, **Formulas** or **Comments**. **Values** searches for a value that is the **result** of a formula, as opposed to a value that has been entered directly. With **Replace**, **Look in** is set to **Formulas**, which allows you to look at any direct cell entry except comments.

# FINDING FORMATS

You can search for specific **format** settings in a worksheet. Formats can help you identify and locate specific cells, such as percentages or headings. The **Find** feature allows you to search

for format settings on their own or for a particular word or value with specific format settings. You can either locate the next matching cell or create a list of all entries that match the search criteria.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E825 Find And Replace\_6.xlsx...*

1 Press + to return to **A1**

2 Click on **Find & Select** and select **Find**, then press to remove the **Find what** text and click on **[Options]**

3 Click on **[Format]** to display the **Find Format** dialog box

4 Click on the **Font** tab, then click on **Bold** under **Font style**

5 Click on **[OK]** to see a preview

6 Click on **[Find Next]**

The next occurrence in the worksheet will be selected, which is in A2...

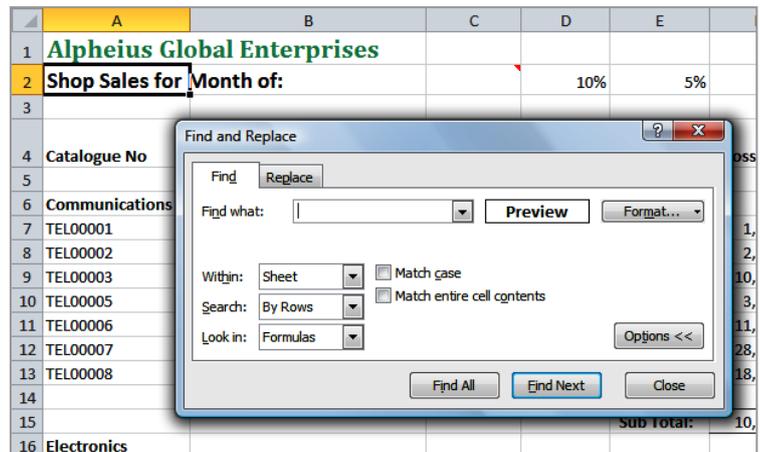
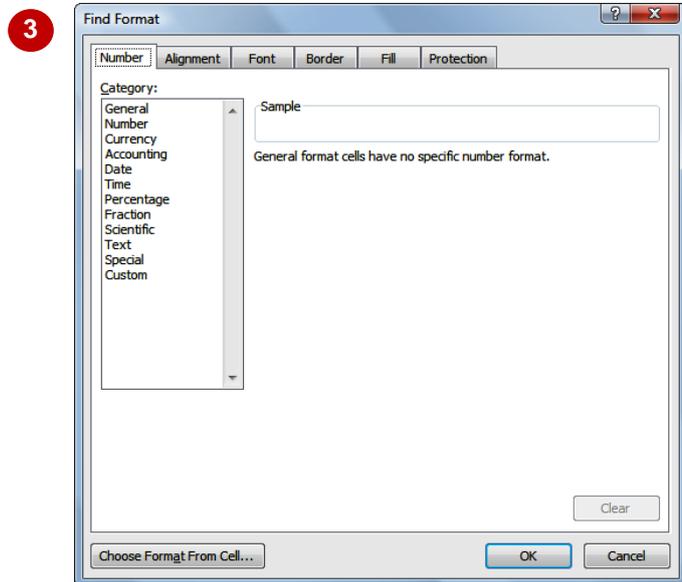
7 Click on **[Find All]**

The cells with this format will be listed...

8 Drag down the bottom of the dialog box to display the full list

The entries are hyperlinked...

9 Click on **\$B\$4 Model** to select this cell, then click on **[Close]**



6

## For Your Reference...

To **find formats**:

1. Click on **Find & Select** and select **Find**
2. Click on **[Options]**, then click on **[Format]**
3. Select the format, then click on **[OK]**
4. Type any required text, then click on **[Find Next]**

## Handy to Know...

- You can specify existing formatting by clicking on **[Choose Format From Cell]** on the **Font** tab in the **Find Format** dialog box, then clicking on a formatted cell.
- You can clear formatting by clicking on **[Clear]** in the **Find Format** dialog box.

# FINDING CONSTANTS USING GO TO SPECIAL

Sometimes it can be really difficult to work out which cells contain values that you can change as opposed to formulas that you shouldn't touch. A **constant** is any cell that contains a value or

text that is not the result of a formula – in other words, it remains constant. The **Go To Special** dialog box can be used to select all constants in the worksheet.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E825 Find And Replace\_7.xlsx...*

1 Click on **Find & Select** and select **Go To Special** to display the **Go To Special** dialog box

2 Click on **Constants**

3 Click on [OK]

All cells that contain an entry that is not a formula will be selected...

4 Click on **Find & Select** and select **Go To Special** to redisplay the **Go To Special** dialog box

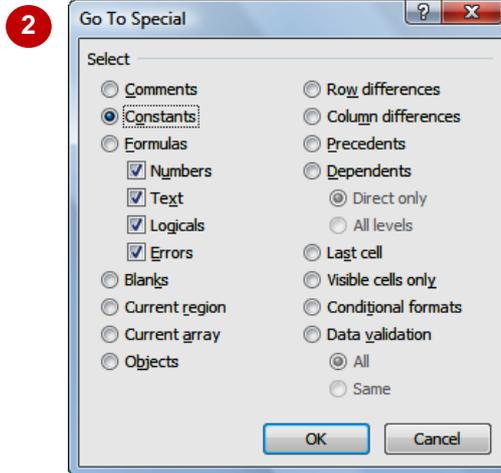
5 Click on **Constants** then click on **Text**, **Logicals** and **Errors** to remove the ticks for each

This leaves **Numbers** selected...

6 Click on [OK]

Only the cells that contain numbers will be selected

You could use this selection to apply shading to all cells in the worksheet that can be safely modified, for example



|    | A                           | B                           | C         | D          | E          | F            | G          |
|----|-----------------------------|-----------------------------|-----------|------------|------------|--------------|------------|
| 1  | Alpheius Global Enterprises |                             |           |            |            |              |            |
| 2  | Shop Sales for Month of:    |                             |           | 10%        | 5%         |              |            |
| 3  |                             |                             |           |            |            |              |            |
| 4  | Catalogue No                | Model                       | Wholesale | Sale Price | Units Sold | Gross Profit | Net Profit |
| 5  | Communications              |                             |           |            |            |              |            |
| 7  | TEL00001                    | World Communicator 223      | 56.77     | 83.00      | 15         | 1,245.00     | 393.45     |
| 8  | TEL00002                    | Planet Tamer 34e            | 122.50    | 178.00     | 12         | 2,136.00     | 666.00     |
| 9  | TEL00003                    | Master Communicator 10 Plus | 677.99    | 984.00     | 11         | 10,824.00    | 3,366.11   |
| 10 | TEL00005                    | GR 514                      | 76.00     | 111.00     | 34         | 3,774.00     | 1,190.00   |
| 11 | TEL00006                    | GR 515                      | 144.55    | 210.00     | 56         | 11,760.00    | 3,665.20   |
| 12 | TEL00007                    | GR 516                      | 455.50    | 661.00     | 43         | 28,423.00    | 8,836.50   |
| 13 | TEL00008                    | GR 517                      | 566.78    | 822.00     | 22         | 18,084.00    | 5,614.84   |
| 14 |                             |                             |           |            |            |              |            |
| 15 |                             |                             |           |            | Sub Total: | 10,892.29    | 23,732.10  |
| 16 | Electronics                 |                             |           |            |            |              |            |

3

## For Your Reference...

To find constants using **Go To Special**:

1. Click on **Find & Select** and select **Go To Special**
2. Click on **Constants**
3. Click on [OK]

## Handy to Know...

- You can also select constants by clicking on **Find & Select** but the **Go To Special** dialog box gives you more control over the command.
- You can also use the **Go To Special** dialog box to select all of the **Comments** in a worksheet.

# FINDING FORMULAS USING GO TO SPECIAL

If you want to verify the accuracy of a worksheet, you should check the formulas. You can locate formulas either by clicking on each cell and looking at the **Formula bar**, or by selecting them

all using **Find & Select** . A **formula** is any entry that starts with the equal sign (=) and displays a calculated entry of text, a value or a logical entry such as Yes or No.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E825 Find And Replace\_8.xlsx...*

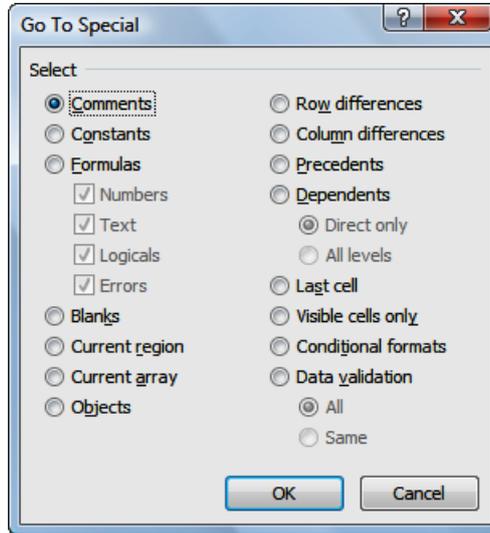
1 Press  +  to return to **A1** and deselect the current range

2 Click on **Find & Select**  and select **Go To Special** to display the **Go To Special** dialog box

3 Click on **Formulas** then click on **[OK]**

All cells containing formulas will be selected

2



| Wholesale | Sale Price | Units Sold         | Gross Profit     | Net Profit       | Projected Sales | Projected Net Profit |
|-----------|------------|--------------------|------------------|------------------|-----------------|----------------------|
| 56.77     | 83.00      | 15                 | 1,245.00         | 393.45           | 15              | 393.45               |
| 122.50    | 178.00     | 12                 | 2,136.00         | 666.00           | 12              | 666.00               |
| 677.99    | 984.00     | 11                 | 10,824.00        | 3,366.11         | 11              | 3,366.11             |
| 76.00     | 111.00     | 34                 | 3,774.00         | 1,190.00         | 35              | 1,225.00             |
| 144.55    | 210.00     | 56                 | 11,760.00        | 3,665.20         | 58              | 3,796.10             |
| 455.50    | 661.00     | 43                 | 28,423.00        | 8,836.50         | 45              | 9,247.50             |
| 566.78    | 822.00     | 22                 | 18,084.00        | 5,614.84         | 23              | 5,870.06             |
|           |            | <b>Sub Total:</b>  | <b>10,892.29</b> | <b>23,732.10</b> |                 | <b>24,564.22</b>     |
| 12.50     | 19.00      | 125                | 2,375.00         | 812.50           | 131             | 851.50               |
| 34.50     | 51.00      | 344                | 17,544.00        | 5,676.00         | 361             | 5,956.50             |
| 133.50    | 194.00     | 28                 | 5,432.00         | 1,694.00         | 29              | 1,754.50             |
| 233.50    | 339.00     | 32                 | 10,848.00        | 3,376.00         | 33              | 3,481.50             |
| 44.50     | 65.00      | 65                 | 4,225.00         | 1,332.50         | 68              | 1,394.00             |
|           |            | <b>Sub Total:</b>  | <b>8,084.80</b>  | <b>12,891.00</b> |                 | <b>13,438.00</b>     |
|           |            | <b>Grand Total</b> | <b>9,488.54</b>  | <b>36,623.10</b> |                 | <b>38,002.22</b>     |

3

## For Your Reference...

To **find formulas** using **Go To Special**:

1. Click on **Find & Select**  and select **Go To Special**
2. Click on **Formulas**
3. Click on **[OK]**

## Handy to Know...

- You can also select formulas by clicking on **Find & Select**  and selecting **Formulas**.
- You can restrict the formula selection to only those formulas that result in numbers by ensuring that only **Numbers** appears with a tick in the **Go To Special** dialog box.

# FINDING THE CURRENT REGION

The **Go To Special** dialog box can be used to select the **current region**, which is all of the cells adjacent to the current cell that contain an entry of some sort, such as text or formulas. This is

useful for selecting an entire list or any block of entries in a worksheet that is surrounded by blank columns and blank rows. The **current region** is a bit like an island in a sea of empty cells.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E825 Find And Replace\_9.xlsx...*

- 1 Click on **A6** to position the cell pointer in the first main block of entries
- 2 Click on **Find & Select**  and select **Go To Special** to display the **Go To Special** dialog box
- 3 Click on **Current region** then click on **[OK]**  
*The first block of adjacent figures and text will be selected*

|    | A                                 | B                           | C                | D                 |
|----|-----------------------------------|-----------------------------|------------------|-------------------|
| 1  | <b>Alpheus Global Enterprises</b> |                             |                  |                   |
| 2  | <b>Shop Sales for Month of:</b>   |                             |                  | 10%               |
| 3  |                                   |                             |                  |                   |
| 4  | <b>Catalogue No</b>               | <b>Model</b>                | <b>Wholesale</b> | <b>Sale Price</b> |
| 5  |                                   |                             |                  |                   |
| 6  | <b>Communications</b>             |                             |                  |                   |
| 7  | TEL00001                          | World Communicator 223      | 56.77            | 83.00             |
| 8  | TEL00002                          | Planet Tamer 34e            | 122.50           | 178.00            |
| 9  | TEL00003                          | Master Communicator 10 Plus | 677.99           | 984.00            |
| 10 | TEL00005                          | GR 514                      | 76.00            | 111.00            |
| 11 | TEL00006                          | GR 515                      | 144.55           | 210.00            |
| 12 | TEL00007                          | GR 516                      | 455.50           | 661.00            |
| 13 | TEL00008                          | GR 517                      | 566.78           | 822.00            |
| 14 |                                   |                             |                  |                   |

1

3

|    | A                                 | B                           | C                | D                 | E                 | F                   | G                 | H                      | I                           |
|----|-----------------------------------|-----------------------------|------------------|-------------------|-------------------|---------------------|-------------------|------------------------|-----------------------------|
| 1  | <b>Alpheus Global Enterprises</b> |                             |                  |                   |                   |                     |                   |                        |                             |
| 2  | <b>Shop Sales for Month of:</b>   |                             |                  | 10%               | 5%                |                     |                   |                        |                             |
| 3  |                                   |                             |                  |                   |                   |                     |                   |                        |                             |
| 4  | <b>Catalogue No</b>               | <b>Model</b>                | <b>Wholesale</b> | <b>Sale Price</b> | <b>Units Sold</b> | <b>Gross Profit</b> | <b>Net Profit</b> | <b>Projected Sales</b> | <b>Projected Net Profit</b> |
| 5  |                                   |                             |                  |                   |                   |                     |                   |                        |                             |
| 6  | <b>Communications</b>             |                             |                  |                   |                   |                     |                   |                        |                             |
| 7  | TEL00001                          | World Communicator 223      | 56.77            | 83.00             | 15                | 1,245.00            | 393.45            | 15                     | 393.45                      |
| 8  | TEL00002                          | Planet Tamer 34e            | 122.50           | 178.00            | 12                | 2,136.00            | 666.00            | 12                     | 666.00                      |
| 9  | TEL00003                          | Master Communicator 10 Plus | 677.99           | 984.00            | 11                | 10,824.00           | 3,366.11          | 11                     | 3,366.11                    |
| 10 | TEL00005                          | GR 514                      | 76.00            | 111.00            | 34                | 3,774.00            | 1,190.00          | 35                     | 1,225.00                    |
| 11 | TEL00006                          | GR 515                      | 144.55           | 210.00            | 56                | 11,760.00           | 3,665.20          | 58                     | 3,796.10                    |
| 12 | TEL00007                          | GR 516                      | 455.50           | 661.00            | 43                | 28,423.00           | 8,836.50          | 45                     | 9,247.50                    |
| 13 | TEL00008                          | GR 517                      | 566.78           | 822.00            | 22                | 18,084.00           | 5,614.84          | 23                     | 5,870.06                    |
| 14 |                                   |                             |                  |                   |                   |                     |                   |                        |                             |
| 15 |                                   |                             |                  |                   | <b>Sub Total:</b> | 10,892.29           | 23,732.10         |                        | 24,564.22                   |

## For Your Reference...

To **find** the **current region**:

1. Click on **Find & Select**  and select **Go To Special**
2. Click on **Current region**
3. Click on **[OK]**

## Handy to Know...

- You can also select the current region by pressing **Ctrl** + **Shift** + **\***.

# FINDING THE LAST CELL

The **last cell** in a worksheet is, in theory, the right-most and lowest cell that contains data. When a worksheet is saved, only the part of the sheet that contains data or formatting is retained

to reduce the file size. Sometimes there can be a gap between the last cell containing data and what Excel thinks is the last cell, causing some rows and columns to be saved unnecessarily.

## Try This Yourself:

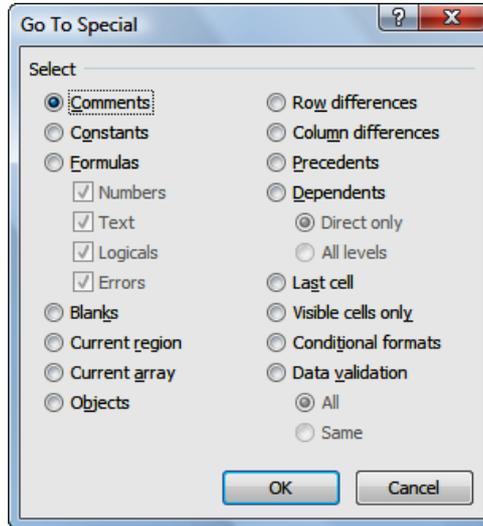
Same File

Continue using the previous file with this exercise, or open the file *E825 Find And Replace\_10.xlsx...*

- 1 Press **Ctrl** + **Home** to select cell **A1**
- 2 Click on **Find & Select** and select **Go To Special** to display the **Go To Special** dialog box
- 3 Click on **Last cell** then click on **[OK]**

The cell pointer will move to **I26**, but there doesn't appear to be any data in the cell. In this situation, this is as close as you can get because of the formatting that has been applied

2



|    | E                  | F         | G         | H   | I         | J |
|----|--------------------|-----------|-----------|-----|-----------|---|
| 11 | 56                 | 11,760.00 | 3,665.20  | 58  | 3,796.10  |   |
| 12 | 43                 | 28,423.00 | 8,836.50  | 45  | 9,247.50  |   |
| 13 | 22                 | 18,084.00 | 5,614.84  | 23  | 5,870.06  |   |
| 14 |                    |           |           |     |           |   |
| 15 | <b>Sub Total:</b>  | 10,892.29 | 23,732.10 |     | 24,564.22 |   |
| 16 |                    |           |           |     |           |   |
| 17 | 125                | 2,375.00  | 812.50    | 131 | 851.50    |   |
| 18 | 344                | 17,544.00 | 5,676.00  | 361 | 5,956.50  |   |
| 19 | 28                 | 5,432.00  | 1,694.00  | 29  | 1,754.50  |   |
| 20 | 32                 | 10,848.00 | 3,376.00  | 33  | 3,481.50  |   |
| 21 | 65                 | 4,225.00  | 1,332.50  | 68  | 1,394.00  |   |
| 22 |                    |           |           |     |           |   |
| 23 | <b>Sub Total:</b>  | 8,084.80  | 12,891.00 |     | 13,438.00 |   |
| 24 |                    |           |           |     |           |   |
| 25 | <b>Grand Total</b> | 9,488.54  | 36,623.10 |     | 38,002.22 |   |
| 26 |                    |           |           |     |           |   |
| 27 |                    |           |           |     |           |   |

3

## For Your Reference...

To **find** the **last cell**:

1. Click on **Find & Select** and select **Go To Special**
2. Click on **Last cell**
3. Click on **[OK]**

## Handy to Know...

- To find out more about the **last cell**, go to [www.microsoft.com](http://www.microsoft.com) and search for Article ID **244435** entitled **How to reset the last cell in Excel**.