



# FIND AND REPLACE HACK IN EXCEL



## (Formulas, Functions and Shortcuts Used)



### CTRL + SHIFT + ↓

selects all cells from the current position to the end of the continuous data region in the column



### CTRL + F

opens the Find tab of the Find and Replace dialogue

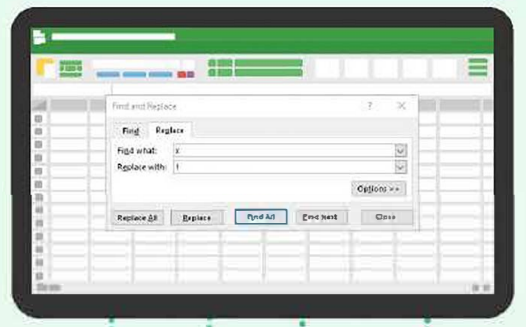


### CTRL + H

opens the Replace tab of the Find and Replace dialogue

## Top Tip

The tilde (~) trick selectively removes unwanted wildcard characters, like asterisks, in Find and Replace operations.



Select the Data.



Press **Ctrl + F** for Find or **Ctrl + H** for Replace.



To only replace the wildcard characters (e.g. \* and ?), prefix it with a tilde (~) in the "Find what" field.



Leave the "Replace with" field empty or type the character you want to replace it with and click "Replace All."