

Microsoft Excel 2007

Using Find and Replace



Introduction

Due to the migration of students' email accounts to Google, the format for the student email address has been changed. Previously, the email addresses ended with @towson.edu and now will end with @students.towson.edu. If you have an Excel 2007 spreadsheet that contains student email addresses and want to quickly update the list, please see the instructions below.

Process Summary

Select Text to Change

Find & Replace the Text

Using Find and Replace

Select the Text to Change

Either click and drag to select specific cells or select the entire column or columns you want to change.

If you have faculty and/or staff email addresses in your spreadsheet, make sure you select **only** the student email addresses since they are the only ones being changed. If you do not select anything, all the email addresses will be changed.

1. Click on the top of the column heading (Fig 1, 1).

Hold down the Ctrl key and click to select more than one column.

Figure 1

B	C	D	E
First Name	Last Name	Student Email Address	Advisor Email
Joe	Smith	jsmith@towson.edu	jwicklein@towson.edu
Kendra	Liman	kliman@towson.edu	amartin@towson.edu
Collin	Jackson	ccjackson@towson.edu	ccaravello@towson.edu
Dereck	Jones	djones@towson.edu	
Madison	Chambers	mchambers@towson.edu	
Jamal	Brown	jbrown@towson.edu	
Jane	Doe	jdoe@towson.edu	

Find and Replace the Text

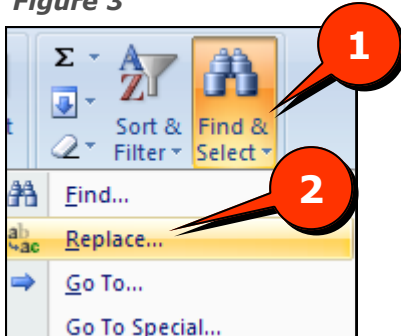
1. Select the **Home** tab on the Ribbon (Fig 2, 1).

Figure 2



2. Click **Find & Select** on the Editing group on the right side of the screen (Fig 3, 1).
3. Click **Replace...** (Fig 3, 2).

Figure 3

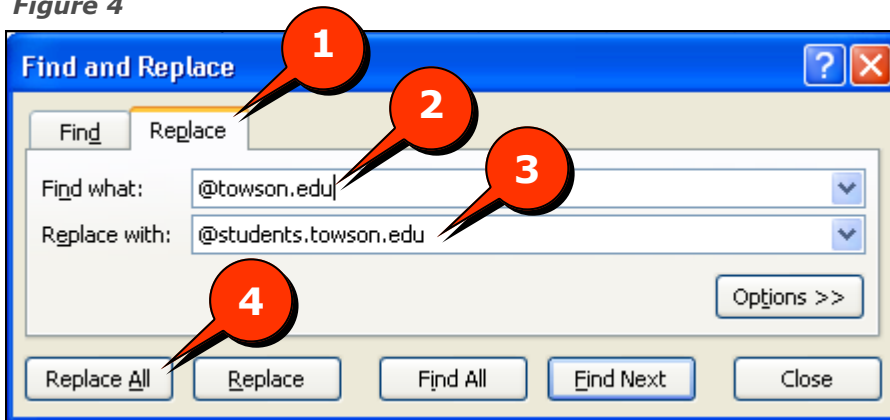


4. A dialog box will open. Make sure the **Replace** tab is selected (Fig 4,1).
5. Next to **Find what:** type in @towson.edu (Fig 4, 2).
6. Next to **Replace with:** type in @students.towson.edu (Fig 4, 3).

★ For more options, click **Options >>** to expand the dialog box. If you see **Options <<**, the dialog box is already expanded.

7. Click **Replace All** (Fig 4, 4).

Figure 4



8. All the selected text containing (**@towson.edu**) will be replaced with (**@students.towson.edu**) (Fig 5).

Figure 5

B	C	D	E
First Name	Last Name	Student Email Address	Advisor Email
Joe	Smith	jsmith@students.towson.edu	jwicklein@towson.edu
Kendra	Liman	kliman@students.towson.edu	amartin@towson.edu
Collin	Jackson	cjackson@students.towson.edu	ccaravello@towson.edu
Dereck	Jones	djones@students.towson.edu	
Madison	Chambers	mchambers@students.towson.edu	
Jamal	Brown	jbrown@students.towson.edu	
Jane	Doe	ido@students.towson.edu	