

# 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

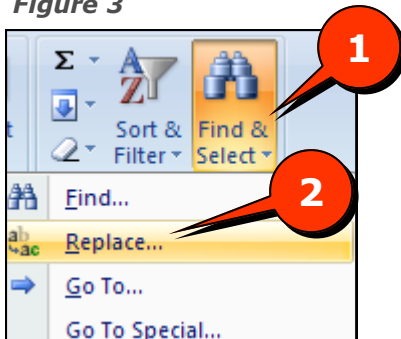
1. Select the **Home** tab on the Ribbon (Fig 2, 1).

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**

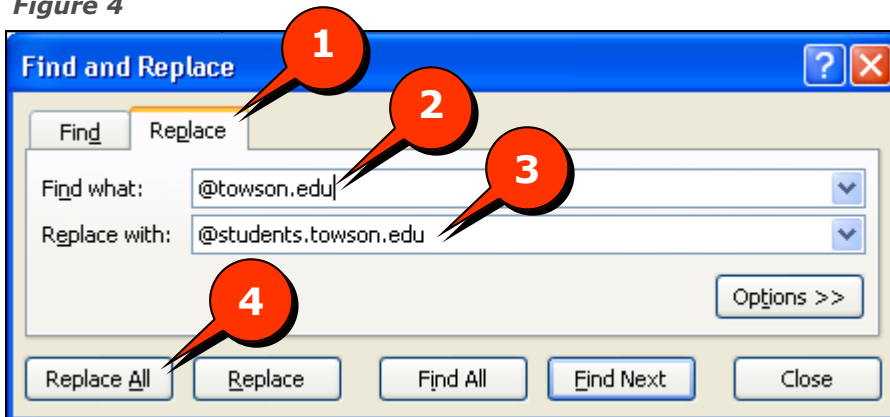


4. A dialog box will open. Make sure the **Replace** tab is selected (Fig 4,1).
5. Next to **Find what:** type in @towson.edu (Fig 4, 2).
6. Next to **Replace with:** type in @students.towson.edu (Fig 4, 3).

★ 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     | <a href="mailto:jsmith@students.towson.edu">jsmith@students.towson.edu</a>       | <a href="mailto:jwicklein@towson.edu">jwicklein@towson.edu</a>   |
| Kendra     | Liman     | <a href="mailto:kliman@students.towson.edu">kliman@students.towson.edu</a>       | <a href="mailto:amartin@towson.edu">amartin@towson.edu</a>       |
| Collin     | Jackson   | <a href="mailto:cjackson@students.towson.edu">cjackson@students.towson.edu</a>   | <a href="mailto:ccaravello@towson.edu">ccaravello@towson.edu</a> |
| Dereck     | Jones     | <a href="mailto:djones@students.towson.edu">djones@students.towson.edu</a>       |  |
| Madison    | Chambers  | <a href="mailto:mchambers@students.towson.edu">mchambers@students.towson.edu</a> |  |
| Jamal      | Brown     | <a href="mailto:jbrown@students.towson.edu">jbrown@students.towson.edu</a>       |  |
| Jane       | Doe       | <a href="mailto:ido@students.towson.edu">ido@students.towson.edu</a>             |  |