

How can I replace spaces with dashes in Google Sheets?

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June 26, 2024

RECOMMENDED CITATION

stats writer (2024). *How can I replace spaces with dashes in Google Sheets?*.
PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=154371>

In Google Sheets, users can replace spaces with dashes by using the SUBSTITUTE function. This function allows users to specify the cell or range of cells where the spaces are located and the character they want to replace it with. The SUBSTITUTE function can be found under the "Text" category in the function menu. By utilizing this function, users can easily modify their data and replace the spaces with dashes, making it more visually appealing and organized. This feature is especially useful when dealing with large amounts of data and can save users time and effort in manually replacing spaces with dashes.

Google Sheets: Replace Space with Dash

The easiest way to replace spaces with dashes in Google Sheets is to use the **Find and replace** function within the **Edit** tab.

The following example shows how to use this function in practice.

Example: Replace Space with Dash in Google Sheets

Suppose we have the following dataset that shows the total sales of various companies:

	A	B	C	D
1	Company	Sales		
2	Some Great Company	144		
3	A Decent Company	100		
4	Eastern Company 54	98		
5	Western Company 9	156		
6	This Company	178		
7	CompanyNet	104		
8	Cool Company	84		
9	Standard Company	90		
10	Good Company	77		
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21				

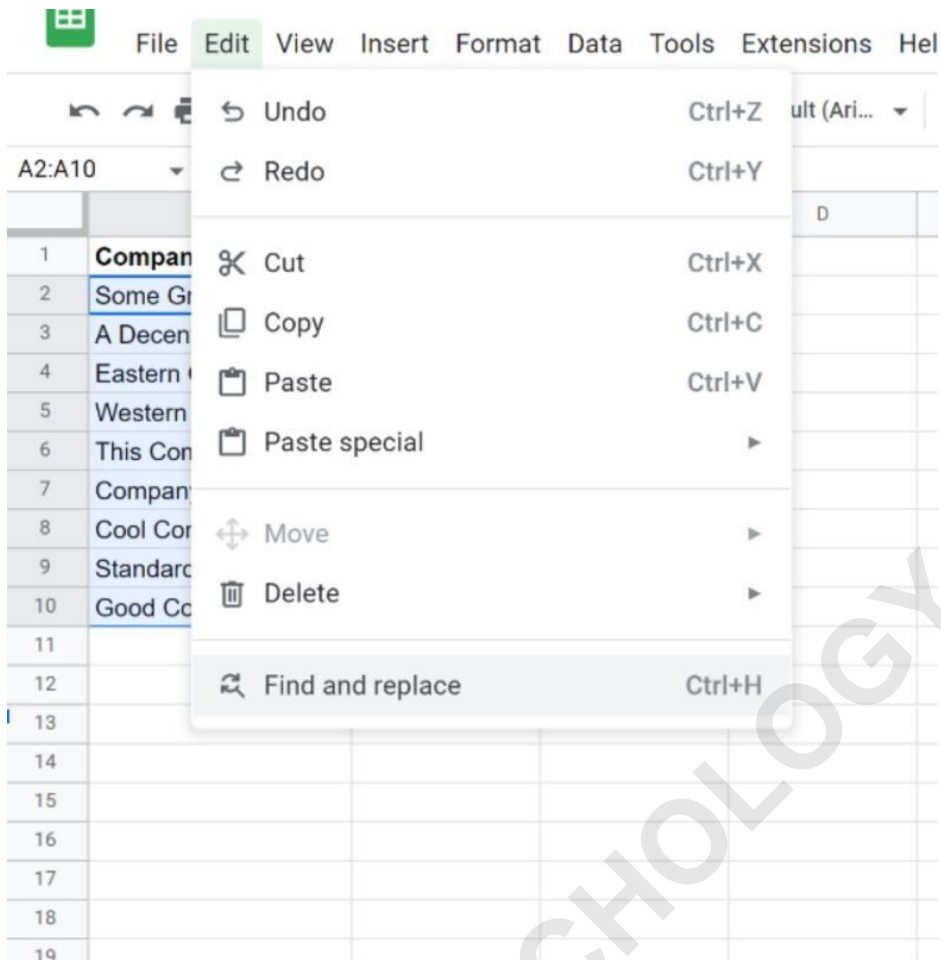
Suppose we would like to replace the blank cells in the Company column with dashes.

To do so, highlight the cell range **A2:A10** as follows:

A2:A10 fx Some Great Company

	A	B	C	D
1	Company	Sales		
2	Some Great Company	144		
3	A Decent Company	100		
4	Eastern Company 54	98		
5	Western Company 9	156		
6	This Company	178		
7	CompanyNet	104		
8	Cool Company	84		
9	Standard Company	90		
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Next, click the **Edit** tab and then click **Find and replace**.



In the new window that appears, type a space in the **Find** box, then type a dash in the **Replace with** box:

The screenshot shows a Google Sheets spreadsheet with the following data:

	A	B	C	D	E	F	G
1	Company	Sales					
2	Some Great Company	144					
3	A Decent Company	100					
4	Eastern Company 54						
5	Western Company 9						
6	This Company						
7	CompanyNet						
8	Cool Company						
9	Standard Company						
10	Good Company						

The 'Find and replace' dialog box is open, showing the following settings:

- Find: (empty text box)
- Replace with: -
- Search: Specific range (dropdown), Sheet2!A2:A10 (range selector)
- Match case:
- Match entire cell contents:
- Search using regular expressions: [Help](#)
- Also search within formulas:
- Also search within links:

Buttons at the bottom: Find, Replace, Replace all (highlighted), Done.

Then click **Replace all** and then click **Done**.

Each of the spaces in the Company column will automatically be replaced by dashes:

	A	B	C	D
1	Company	Sales		
2	Some-Great-Company	144		
3	A-Decent-Company	100		
4	Eastern-Company-54	98		
5	Western-Company-9	156		
6	This-Company	178		
7	CompanyNet	104		
8	Cool-Company	84		
9	Standard-Company	90		
10	Good-Company	77		
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Note: Make sure you click **Replace all** before clicking the **Done** button. This is a common mistake that people make, which causes the spaces not to be replaced by dashes.