

# How to Replace Spaces with Underscores in Excel Easily

Authored by  
**stats writer**

February 19, 2026

## RECOMMENDED CITATION

stats writer (2026). *How to Replace Spaces with Underscores in Excel Easily*.

PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=131522>

This is a guide on how to replace spaces with underscores in Excel. Spaces are often used to separate words or data in Excel cells, but in some cases, it may be necessary to replace them with underscores for better organization or formatting. By following these steps, users can easily replace all spaces in a selected range of cells with underscores to achieve their desired result. This process can be useful for data manipulation, creating consistent file names, or formatting for aesthetic purposes.

## Replace Space with Underscore in Excel

**There are two common ways to replace spaces with underscores in cells in Excel:**

**Method 1: Use Find and Replace Feature**

**Method 2: Use SUBSTITUTE Function**

**The following examples show how to use each method in practice with the following list of basketball positions in Excel:**

	A	B	C	D
1	<b>Position</b>			
2	Starting Point Guard			
3	Backup Point Guard			
4	Starting Shooting Guard			
5	Backup Shooting Guard			
6	Starting Small Forward			
7	Backup Small Forward			
8	Starting Power Forward			
9	Backup Power Forward			
10	Starting Center			
11	Backup Center			
12				
13				
14				
15				
16				

**Let's jump in!**

**Example 1: Replace Space with Underscore Using Find and Replace Feature**

**First, highlight the cell range A2:A11.**

**Then type Ctrl + H to bring up the Find and Replace feature in Excel.**

**Then type a single space in the Find what box and type a single underscore in the Replace with box.**

**Once you click Replace All, the spaces in each cell will**

be replaced with underscores and a message box will appear that tells you how many replacements were made:

	A	B	C	D	E	F	G	H
1	<b>Position</b>							
2	Starting_Point_Guard							
3	Backup_Point_Guard							
4	Starting_Shooting_Guard							
5	Backup_Shooting_Guard							
6	Starting_Small_Forward							
7	Backup_Small_Forward							
8	Starting_Power_Forward							
9	Backup_Power_Forward							
10	Starting_Center							
11	Backup_Center							
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								

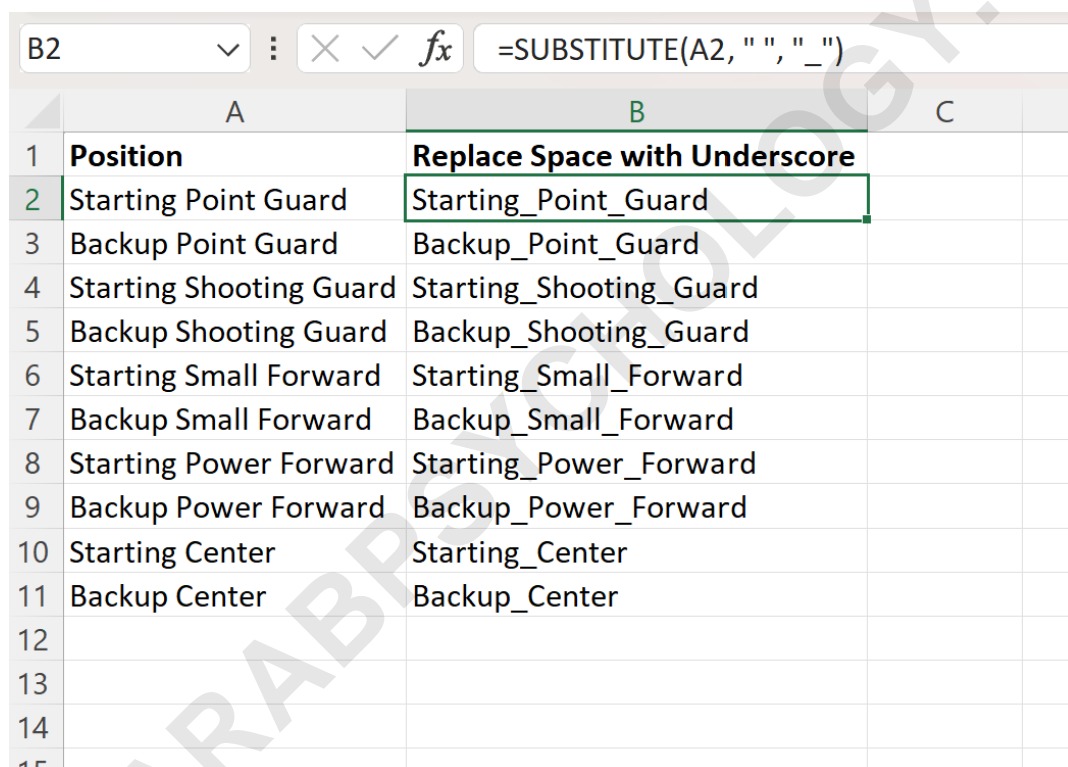
Notice each space in each cell has been replaced with an underscore.

## Example 2: Replace Space with Underscore Using SUBSTITUTE Function

Another way to replace spaces with underscores in Excel is to use the **SUBSTITUTE** function.

We can type the following formula into cell B2 to replace each space in cell A2 with an underscore:

**=SUBSTITUTE(A2, " ", "\_")**



	A	B	C
1	<b>Position</b>	<b>Replace Space with Underscore</b>	
2	Starting Point Guard	Starting_Point_Guard	
3	Backup Point Guard	Backup_Point_Guard	
4	Starting Shooting Guard	Starting_Shooting_Guard	
5	Backup Shooting Guard	Backup_Shooting_Guard	
6	Starting Small Forward	Starting_Small_Forward	
7	Backup Small Forward	Backup_Small_Forward	
8	Starting Power Forward	Starting_Power_Forward	
9	Backup Power Forward	Backup_Power_Forward	
10	Starting Center	Starting_Center	
11	Backup Center	Backup_Center	
12			
13			
14			
15			

Column B returns each string in column A with each of the spaces replaced by underscores.

The following tutorials explain how to perform other common tasks in Excel: