

# How do I replace text in Google Sheets?

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## RECOMMENDED CITATION

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Replacing text in Google Sheets is a simple process that allows users to easily edit and update their spreadsheet data. To replace text, users can select the cell or cells containing the text they wish to replace, and then click on the "Find and Replace" option under the "Edit" tab. From there, users can enter the text they want to find and the text they want to replace it with. They can also choose to replace all instances of the text or only specific instances. This feature is particularly useful for making quick changes to large sets of data without having to manually edit each cell.

## Replace Text in Google Sheets (With Examples)

**This tutorial explains how to use the Find and replace function to replace specific text in Google Sheets.**

**Example: How to Replace Text in Google Sheets**

**Suppose we have the following dataset in Google Sheets that contains information about various basketball teams:**

	A	B	C	D	E	
1	<b>Conference</b>	<b>Team</b>	<b>Points</b>	<b>Assists</b>		
2	West	Mavericks	99	34		
3	East	Heat	93	38		
4	East	Magic	95	30		
5	West	Spurs	96	28		
6	East	Hornets	103	25		
7	West	Rockets	109	25		
8	West	Thunder	94	29		
9	West	Kings	88	28		
10	East	Nets	92	27		
11	East	Cavs	91	38		
12	West	Warriors	84	34		
13	East	Bucks	90	27		
14						
15						
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17						
18						

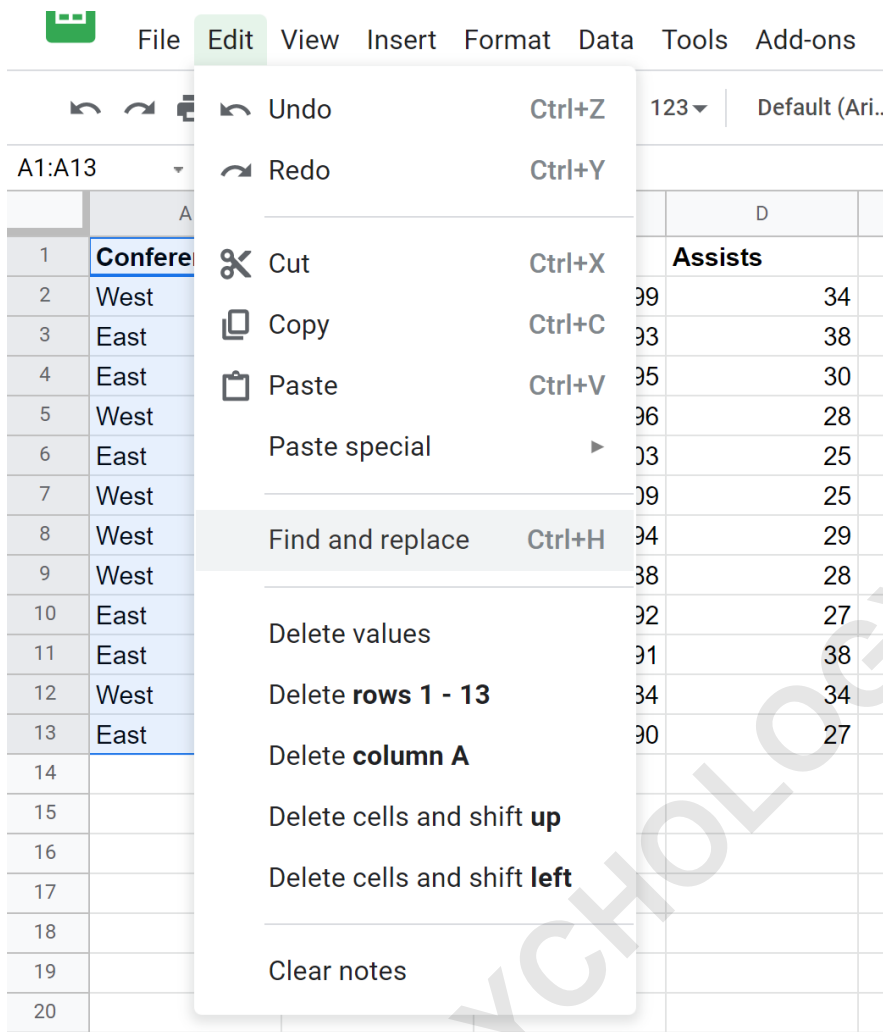
**Suppose we would like to replace the text "West" with "W" and "East" with "E" in the Conference column.**

**To do so, highlight the Conference column:**

A1:A13    fx    Conference

	A	B	C	D	E
1	<b>Conference</b>	<b>Team</b>	<b>Points</b>	<b>Assists</b>	
2	West	Mavericks	99	34	
3	East	Heat	93	38	
4	East	Magic	95	30	
5	West	Spurs	96	28	
6	East	Hornets	103	25	
7	West	Rockets	109	25	
8	West	Thunder	94	29	
9	West	Kings	88	28	
10	East	Nets	92	27	
11	East	Cavs	91	38	
12	West	Warriors	84	34	
13	East	Bucks	90	27	
14					
15					
16					
17					
18					
19					

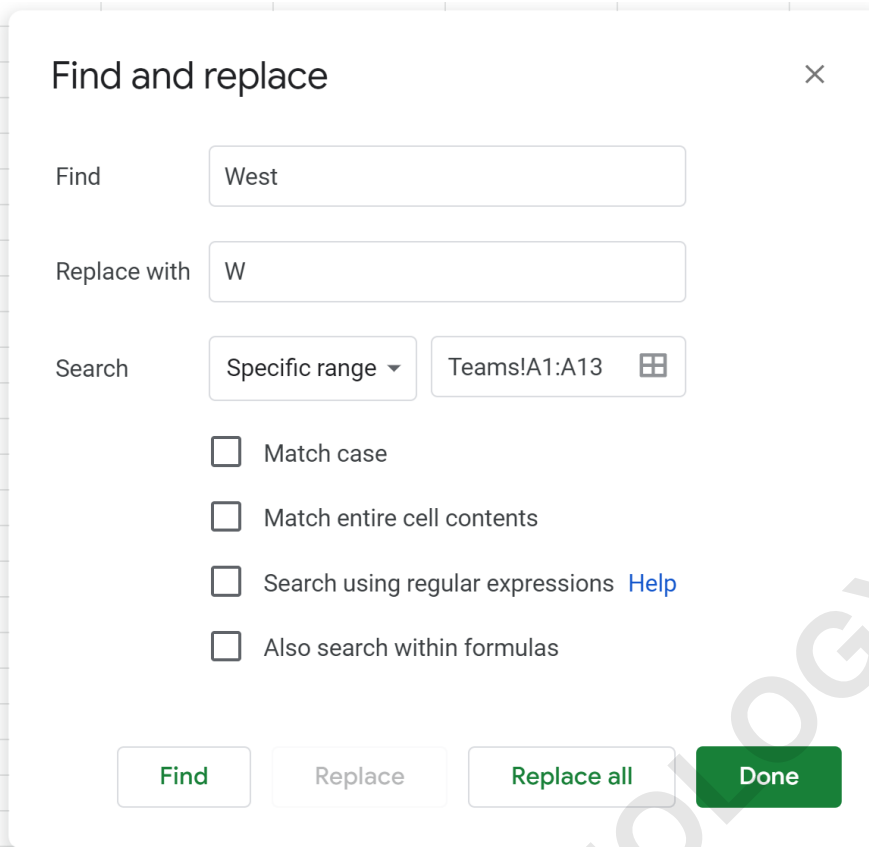
**Then click the Edit tab and click Find and replace:**



The image shows a Google Sheets spreadsheet with the 'Edit' menu open. The 'Find and replace' option is highlighted. The spreadsheet data is as follows:

	A	D
1	Confere	Assists
2	West	34
3	East	38
4	East	30
5	West	28
6	East	25
7	West	25
8	West	29
9	West	28
10	East	27
11	East	38
12	West	34
13	East	27
14		
15		
16		
17		
18		
19		
20		

**In the Find and replace window that appears, type "West" in the Find box and "W" in the Replace with box, then click Replace all:**



Find and replace

Find: West

Replace with: W

Search: Specific range ▾ Teams!A1:A13

Match case

Match entire cell contents

Search using regular expressions [Help](#)

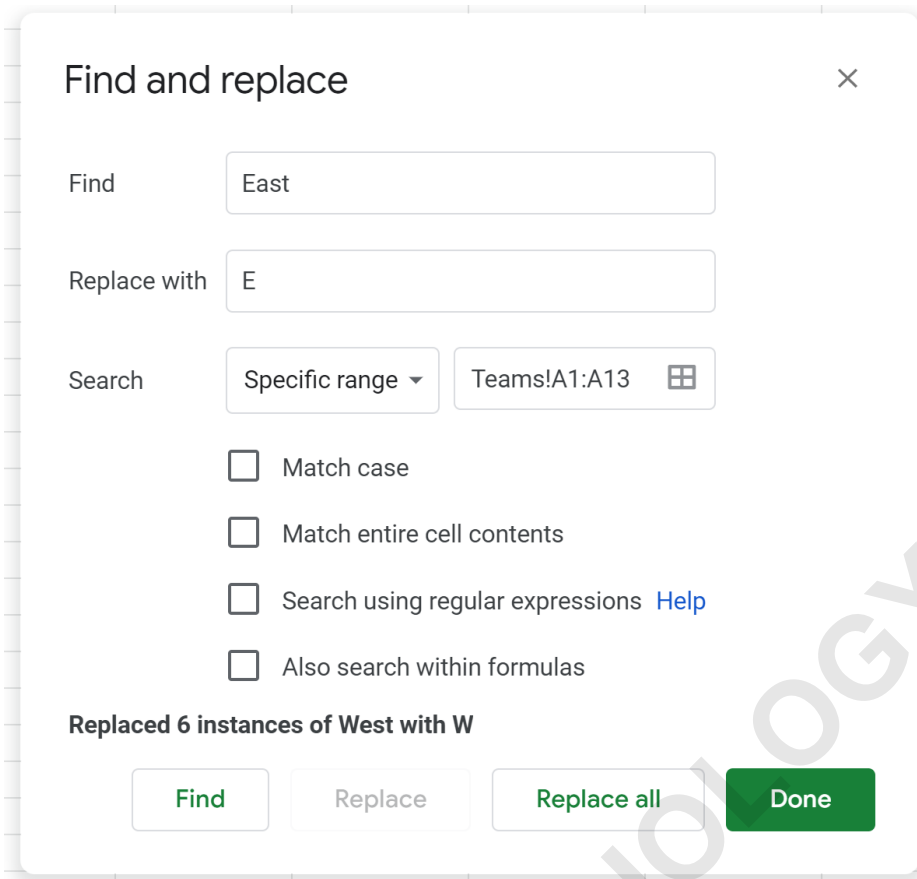
Also search within formulas

Find Replace Replace all Done

**Each of the "West" values will automatically be replaced with "W" in the Conference column:**

	A	B	C	D	E
1	<b>Conference</b>	<b>Team</b>	<b>Points</b>	<b>Assists</b>	
2	W	Mavericks	99	34	
3	East	Heat	93	38	
4	East	Magic	95	30	
5	W	Spurs	96	28	
6	East	Hornets	103	25	
7	W	Rockets	109	25	
8	W	Thunder	94	29	
9	W	Kings	88	28	
10	East	Nets	92	27	
11	East	Cavs	91	38	
12	W	Warriors	84	34	
13	East	Bucks	90	27	
14					
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20					

**Next, in the Find and replace window, type "East" in the Find box and "E" in the Replace with box, then click Replace all:**



Find and replace

Find: East

Replace with: E

Search: Specific range ▾ Teams!A1:A13

Match case

Match entire cell contents

Search using regular expressions [Help](#)

Also search within formulas

Replaced 6 instances of West with W

Find Replace Replace all Done

Each of the "East" values will automatically be replaced with "E" in the Conference column:

A1:A13    fx    Conference

	A	B	C	D	E
1	<b>Conference</b>	<b>Team</b>	<b>Points</b>	<b>Assists</b>	
2	W	Mavericks	99	34	
3	E	Heat	93	38	
4	E	Magic	95	30	
5	W	Spurs	96	28	
6	E	Hornets	103	25	
7	W	Rockets	109	25	
8	W	Thunder	94	29	
9	W	Kings	88	28	
10	E	Nets	92	27	
11	E	Cavs	91	38	
12	W	Warriors	84	34	
13	E	Bucks	90	27	
14					
15					
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### Additional Resources