

How do I search for specific information in Google Sheets?

Authored by
stats writer

July 1, 2024

RECOMMENDED CITATION

stats writer (2024). *How do I search for specific information in Google Sheets?*.

PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=163783>

Google Sheets is a powerful tool for organizing and analyzing data. To search for specific information within a Google Sheet, there are a few simple steps you can follow. First, open the Sheet you want to search in. Then, click on the "Find" option under the "Edit" menu or use the shortcut "Ctrl + F" on Windows or "Command + F" on Mac. A search bar will appear, where you can type in the specific information you are looking for. The search results will be highlighted within the Sheet, making it easy to locate the desired information. Additionally, you can use the "Find and replace" feature to not only search for specific information but also replace it with something else if needed. This feature can be accessed by clicking on the "Replace" option under the "Edit" menu. By following these simple steps, you can easily search for and locate specific information within your Google Sheet.

SEARCH

Returns the position at which a string is first found within text, ignoring case.

Sample Usage

```
SEARCH("n", A2)
```

```
SEARCH("wood", "How much wood can a woodchuck chuck", 14)
```

Syntax

```
SEARCH(search_for, text_to_search, )
```

`search_for` - The string to look for within `text_to_search`.

`text_to_search` - The text to search for the first occurrence of `search_for`.

`starting_at` - - The character within `text_to_search` at which to start the search.

Notes

`SEARCH` is **not** case-sensitive, meaning that uppercase and lowercase letters do not matter. For example, "abc" will match "ABC". To compare text where case matters, use the `FIND` function. Ensure that `search_for` and `text_to_search` are not supplied in reverse order, or the `#VALUE!` error will likely be returned. The arguments are supplied in a different order than other text functions such as `SPLIT` and `SUBSTITUTE`. It's recommended to use a function such as `IFERROR` to check for cases when there aren't matches to the search.

See Also

SUBSTITUTE: Replaces existing text with new text in a string.

SPLIT: Divides text around a specified character or string, and puts each fragment into a separate cell in the row.

FIND: Returns the position at which a string is first found within text, case-sensitive.

IFERROR: Returns the first argument if it is not an error value, otherwise returns the second argument if present, or a blank if the second argument is absent.

Examples