

# How to use the **SUBSTITUTE** function in Excel?

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The SUBSTITUTE function in Excel is a useful tool that allows users to replace specific text within a cell with new text. To use this function, start by selecting the cell where you want the substitution to occur. Then, enter the SUBSTITUTE formula, which consists of four arguments: the original text, the text to be replaced, the new text, and the instance number (optional). Press enter to execute the formula and the selected text will be replaced with the new text. This function can be particularly helpful when working with large amounts of data and needing to make multiple substitutions at once. It is important to note that the SUBSTITUTE function is case-sensitive, so make sure to use the correct casing for the text being replaced. By following these steps, users can easily utilize the SUBSTITUTE function in Excel to efficiently manipulate text within their spreadsheets.

This article describes the formula syntax and usage of the **SUBSTITUTE** function in Microsoft Excel.

## Description

Substitutes new\_text for old\_text in a text string. Use SUBSTITUTE when you want to replace specific text in a text string; use REPLACE when you want to replace any text that occurs in a specific location in a text string.

## Syntax

SUBSTITUTE(text, old\_text, new\_text, )

The SUBSTITUTE function syntax has the following arguments:

**Text** Required. The text or the reference to a cell containing text for which you want to substitute characters.

**Old\_text** Required. The text you want to replace.

**New\_text** Required. The text you want to replace old\_text with.

**Instance\_num** Optional. Specifies which occurrence of old\_text you want to replace with new\_text. If you specify instance\_num, only that instance of old\_text is replaced. Otherwise, every occurrence of old\_text in text is changed to new\_text.

## Example

Copy the example data in the following table, and paste it in cell A1 of a new Excel worksheet. For formulas to show results, select them, press F2, and then press Enter. If you need to, you can

adjust the column widths to see all the data.

<b>Data</b>		
Sales Data	<	
Quarter 1, 2008	<	
Quarter 1, 2011	<	
<b>Formula</b>	<b>Description (Result)</b>	<b>Result</b>
=SUBSTITUTE(A2, "Sales", "Cost")	Substitutes Cost for Sales (Cost Data)	Cost Data
=SUBSTITUTE(A3, "1", "2", 1)	Substitutes first instance of "1" with "2" (Quarter 2, 2008)	Quarter 2, 2008
=SUBSTITUTE(A4, "1", "2", 3)	Substitutes third instance of "1" with "2" (Quarter 1, 2012)	Quarter 1, 2012