

Finding and Replacing Data

Although you can use a query to find data, sometimes you just want to quickly find a small amount of data. The Find feature allows you to quickly search tables, queries, and forms for specified text. You can also use the Replace command to quickly find and replace data.

The Find command in Access is similar to the Find command in other Office programs, but it contains some additional features as well. For example, you can choose to match part or all of the data in a field.

Find and Replace

The Find and Replace commands make it very easy to find and replace specific words and values in your tables. You can also find and replace information in forms and find information (but not replace) in queries.

For these steps, we'll assume you are working in a table's datasheet. First, you need to put the cursor in the field that contains the data you want to look for.

1. Select the column header for the field you want to search or click in any cell in the field you want to search.
 - ✔ **Tip:** If you want to search the entire table, click in any cell. Once you open the Find and Replace dialog box, click the **Look In** list arrow and select the table name.
2. Click the **Home** tab on the Ribbon and click the **Find** button in the Find group.

The Find tab of the Find and Replace dialog box appears.

- 👉 **Other Ways to Find:**
Press <Ctrl> + <F>.

3. If you want to replace data, click the **Replace** tab.

The Replace tab is displayed.

- 👉 **Other Ways to Replace:**
Press <Ctrl> + <H>.

4. Type the text or value you want to find in the Find what text box.

If you are replacing the data, you'll need to enter the replacement text or value as well.

Exercise

- **Exercise File:** EmployeeList.accdb
- **Exercise:** Open the Employees table. Find "Redmond" in the City field. Then, in the Title field, find and replace all instances of "Sales Representative" with "Sales Associate".

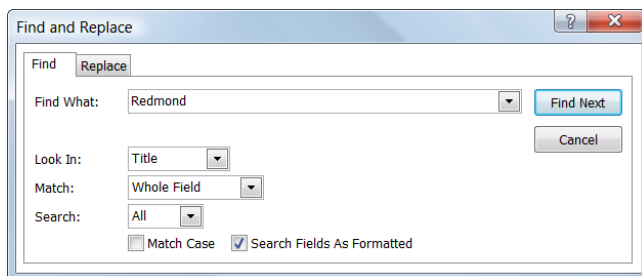


Figure 4-1: The Find tab of the Find and Replace dialog box.

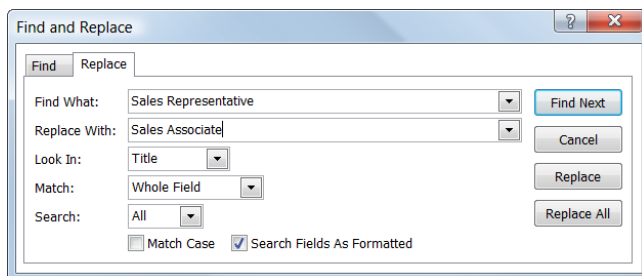


Figure 4-2: The Replace tab of the Find and Replace dialog box.

5. If desired, enter the replacement text or value in the Replace With box.

Next, you have a few optional changes you can make to the search.

6. If desired, click the **Match** list arrow and select an option.

The Match options allow you to broaden or narrow your search. See Table 4-1: Using the Match List Options for a description of the Match options.

7. If desired, check the **Match Case** box.

If you check the Match Case box, Access finds only text that has the same pattern of uppercase and lowercase characters as the text you entered.

8. Make sure the Search Fields As Formatted box is checked and click the **Find Next** button.

Access jumps to the first occurrence of the text or value that you entered.

9. Click the **Find Next** button again to move on to other occurrences or click **Replace** or **Replace All** if you want to replace the data. When you're finished, click **Close**.

Tips

- ✓ Finding or replacing data in a form works the same way as in a table, except that you select controls to search instead of fields. When you use the Find command in a form, Access is actually searching the underlying table.
- ✓ You can find, but not replace, data in query results.
- ✓ To find wildcard characters, type an opening bracket ([), the wildcard character you want to find, and a closing bracket (]) in the Find What box. For example, you would type [*] to find all instances of an asterisk.

Table 4-1: Using the Match List Options

Whole Field	Finds only data that is exactly the same. Example: John finds John, but not Johnson, or Sue and John.
Any Part of Field	Finds data anywhere in the field. Example: John finds John, Johnson, and Sue and John.
Start of Field	Finds data only at the beginning of the field. Example: John finds John and Johnson, but not Sue and John.
