Find and Replace

To find data or find and replace data:
- Click the Find & Select button on the Editing group of the Home tab
- Choose Find or Replace
- Complete the Find What text box
- Click on Options for more search options

Go To Command

The Go To command takes you to a specific cell either by cell reference (the Column Letter and the Row Number) or cell name.
- Click the Find & Select button on the Editing group of the Home tab
- Click Go To