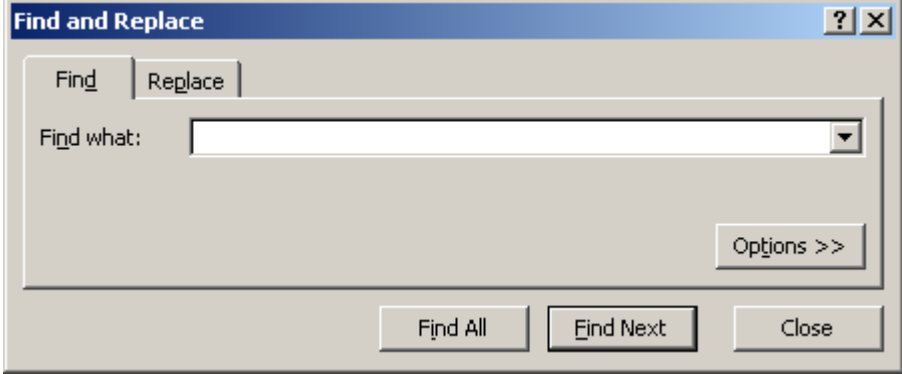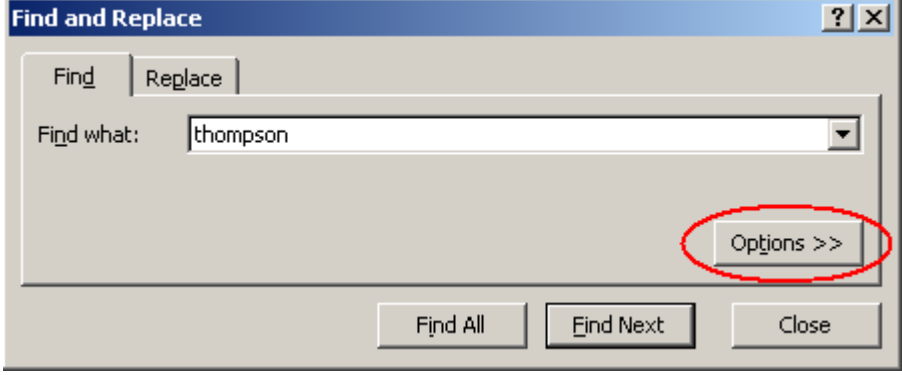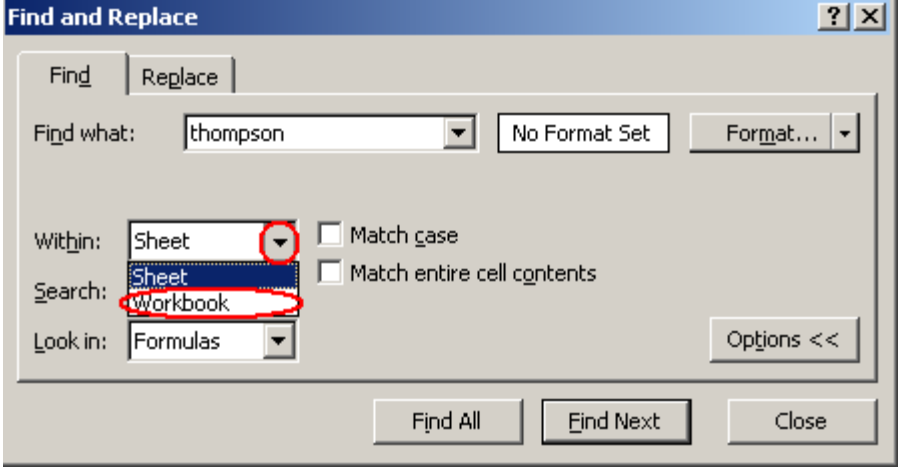# SEARCH MULTIPLE SHEETS IN AN EXCEL WOOKBOOK

Press CTRL+F, select options, put the sheet option from dropdown menu and enter the key word.

STEP	ACTION	FYI
1.	• Press CTRL + F on keyboard	
2.	• Select Options	
3.	• Change the **Within** field to "Workbook"	

4.	• Select **Find Next** to search one by one or select **Find All** to pull all available results & click on the record you need.	