Need to Know IT

Find and Replace
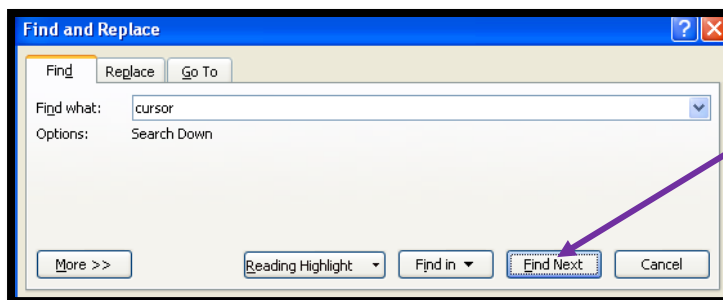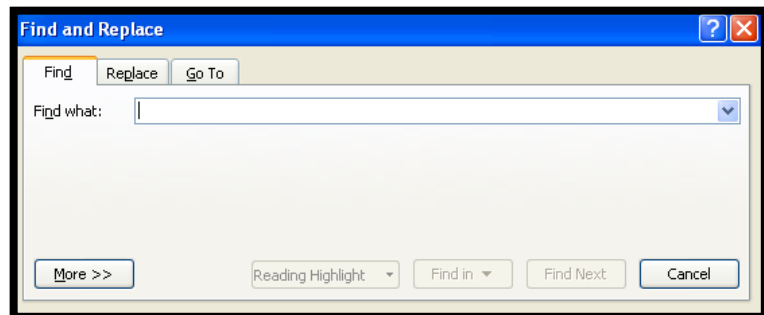
Finding a Word

The '**Find and Replace'** functions are located at the right hand end of the '**Home'** ribbon or they can be accessed through the keyboard command **Ctrl + F.**
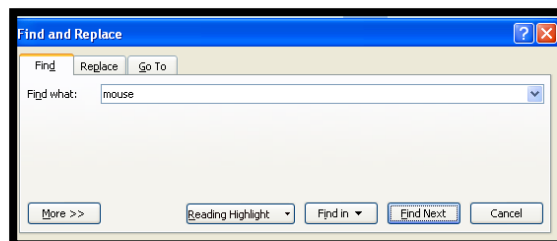
Select the '**Find'** tab and type the required word in the '**Find What'** box. .

The options at the bottom of the dialogue box will become available.

Either press the '**Enter'** key on the keyboard or the '**Find Next'** option in the dialogue box. The cursor will move to next occurrence of the word after the cursor.

The '**Find and Replace'** dialogue box will remain open until it is manually closed. Click '**Find Next'** to move to next occurrence of the word in the document.
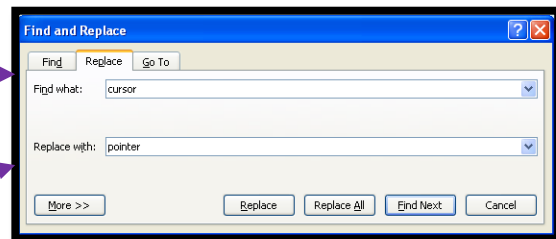
The '**Find'** dialogue box has a number or different search facilities which can be accessed using the '**More'** button.
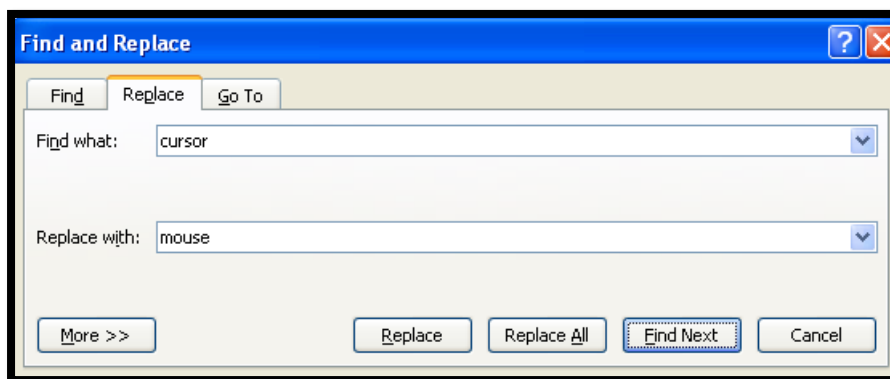
Replacing a Word

Click the 'Replace' icon on the **'Home'** ribbon or use the keyboard command **Ctrl + H** to open the '**Find and Replace'** dialogue box.

Type the word to be replaced in the '**Find What'** box.

Type the word that will be replacing the selected word in the '**Replace With'** box. Make sure that a space is typed after the word.

Either click the '**Replace'** button in the '**Find and Replace'** dialogue box, or press the '**Enter'** key on the keyboard. The first instance of the word after the position of the cursor will be located.

If you click '**Replace'** the original word will be replaced with the new word and the next instance of the original word will be found.

It is possible to make alterations in one go **BUT,** the '**Find and Replace'** function will also find parts of words. For example, if you search for the pronoun 'he', the '**Find'** function will identify all words that contain the word 'he', such as, 'she', 'the', 'them', 'there'.

If you try to replace the pronoun 'he' with the pronoun 'she' any words containing the combination of letter 'he' will be changed. Therefore the word 'the' will become 'tshe' and the word 'them' will become 'tshem'.