

**Course
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Find and Replace Tool in MS Word

Microsoft Word

Module 33 - Find and Replace Tool in MS Word

 **CBSE**

Editing Group

 **ICSE**

The Editing group in Microsoft Word is a section on the Home tab that contains tools for managing and modifying the content of your document. It includes options for:

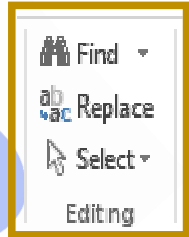
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- **Find:** Search for specific words or phrases.
- **Replace:** Replace text with new text.
- **Select:** Select text or objects within the document.
- **Clear:** Remove formatting or content.

Find

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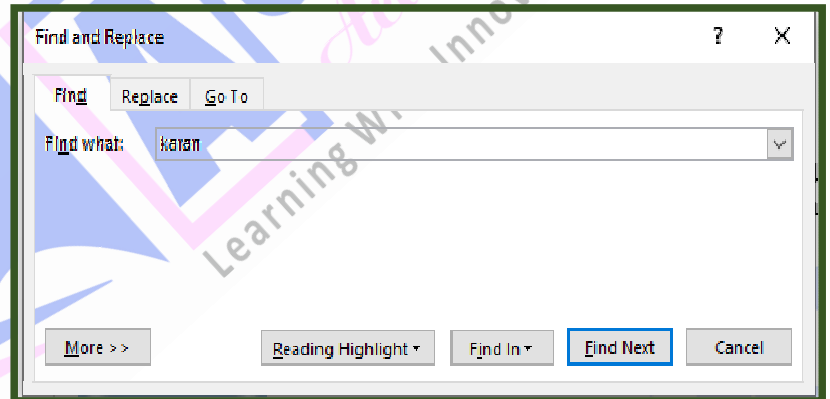
In Microsoft Word, the "Find" feature allows you to quickly locate specific words, phrases, or characters in your document. You can use it to search for text, and it highlights the instances of the term as you go through the document.



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To use "Find":

- Press Ctrl + F (or Command + F on Mac).
- A search box will appear, where you can type the word or phrase you want to find.
- Word will highlight each occurrence of the search term in the document.



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Find In

"Find In" in Microsoft Word allows you to limit your search to a specific part of the document, like a selected section or a specific range, instead of searching the entire document.

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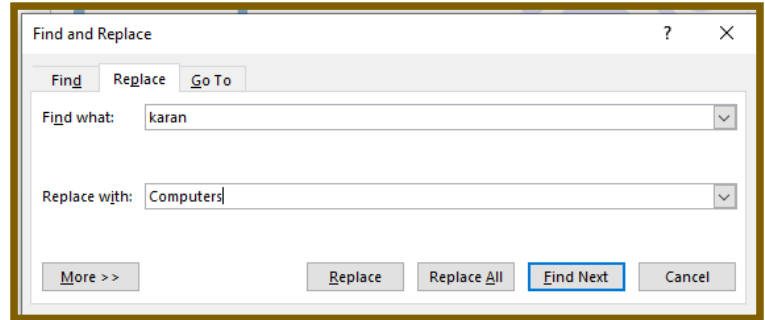
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Find Next

"Find Next" in Microsoft Word moves the cursor to the next occurrence of the search term in the document. It allows you to cycle through all instances of the word or phrase you're looking for.



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Replace

"Replace" in Microsoft Word allows you to search for a specific word or phrase and substitute it with another. It can be done either one by one or all at once using the "Find and Replace" dialog.

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Replace With

"Replace with" in Microsoft Word refers to the text box where you type the new word or phrase that you want to use as a replacement for the word or phrase you're searching for.

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The difference between "Replace" and "Replace All" in Microsoft Word is:

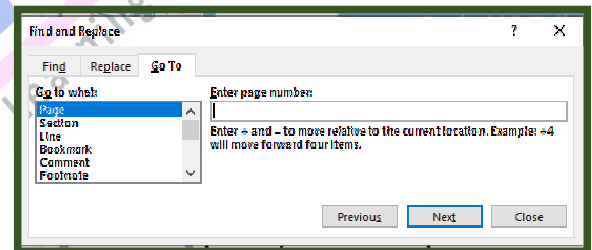
- **Replace:** Replaces the current occurrence of the search term with the new term one at a time. You manually click Replace for each instance.
- **Replace All:** Automatically replaces every occurrence of the search term in the entire document with the new term all at once, without needing to confirm each one.

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Go To

The "Go To" feature in Microsoft Word allows you to quickly jump to a specific location in your document, such as a page number, section, bookmark, footnote, or line number.

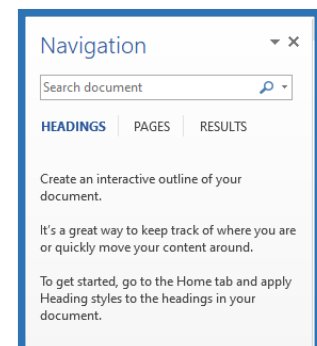


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Navigation Pane

The Navigation Pane in Microsoft Word is a panel that helps you quickly move around your document. It displays headings, pages, and search results, allowing



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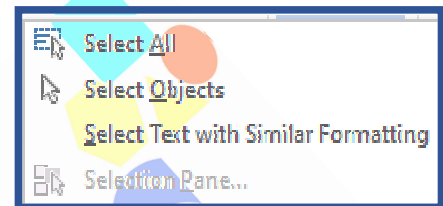
Find and Replace Tool in MS Word

you to jump to specific sections or content. You can also use it to rearrange headings or find specific words. To open it, go to the View tab and select Navigation Pane.

- View headings and subheadings for easy jump between sections.
- Search for specific words or phrases.
- Navigate to specific pages, bookmarks, or comments.

Select

In Microsoft Word, the "Select" feature allows you to highlight specific text or objects in the document for editing or formatting. You can select text, entire paragraphs, tables, or even the whole document using different options in the Home tab or keyboard shortcuts like Ctrl + A (to select all).



Select Object

"Select Object" in Microsoft Word refers to the action of highlighting and selecting non-text elements in a document, such as images, shapes, charts, or text boxes.

Select Text With Similar Formatting

In Microsoft Word, "Select Text with Similar Formatting" allows you to highlight all text in your document that has the same formatting (e.g., font, size, color, etc.) as a selected piece of text.

To use it:

- Select the text with the formatting you want to match.
- Go to the Home tab.
- Click on Find in the Editing group, then select Select Text with Similar Formatting.

This will automatically highlight all text with the same style or formatting throughout the document. It's useful for quickly modifying or reviewing sections with matching formatting.

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Selection Pane

The Selection Pane in Microsoft Word is a tool that allows you to manage and organize objects (like images, shapes, text boxes, and charts) in your document. It helps you view all objects and easily select, hide, or reorder them.

To open it:

- Go to the Home tab.
- Click on Select in the Editing group.
- Choose Selection Pane.

In the pane, you'll see a list of all objects in the document, and you can click on them to select, reorder, or hide them for better document management.

Assignment

Write this Following Paragraph in MS Word

The quick brown cat jumps over the lazy lion. The lion, however, was not interested in the cat. It lay there, uninterested in the chase. The cat, on the other hand, was always quick and lively, darting across fields and forests.

The sun was setting, casting a warm golden glow over the quiet town. The streets were lined with old brick houses, each one unique, with colorful flowers in the windows. In the distance, the sound of children playing echoed through the air as they ran through the park. Their laughter filled the quiet evening, bringing the town to life. As the night approached, the street lamps flickered on, one by one, casting soft pools of light on the cobblestone streets. The town was peaceful, a place where time seemed to slow down. But not everyone in the town felt the same peace. Some had secrets, hidden behind the walls of their homes. The townspeople were friendly, but there was always a sense that something was just out of reach, something that nobody spoke about, but everyone knew.

Instructions:

Use Find and Replace to:

- Find all occurrences of "town" and replace them with "village".
- Find all occurrences of "children" and replace them with "kids".
- Find all occurrences of "street" and replace them with "avenue".