

## Hide menu

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## Entry-level: Use document views and help

## Entry-level: Editing a document

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## Reading: Exercise: Finding and replacing text 10 min

## Practice Assignment: Knowledge check

# Exercise: Finding and replacing text

**Note:** You can pass this course and all graded assessments without access to the downloadable version of Word.

## How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

**Note:** Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

## Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

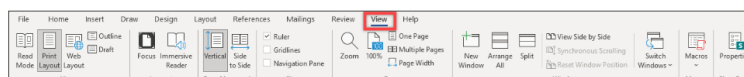
## Let's get started!

In this activity, you will use the Navigation Pane and the Find and Replace dialog box.

1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

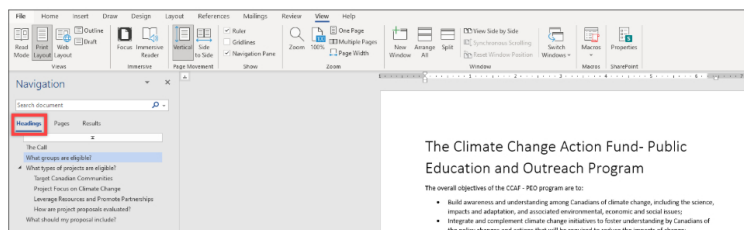
[Exercise: Finding and replacing text](#)

2. Click View → Navigation Pane:

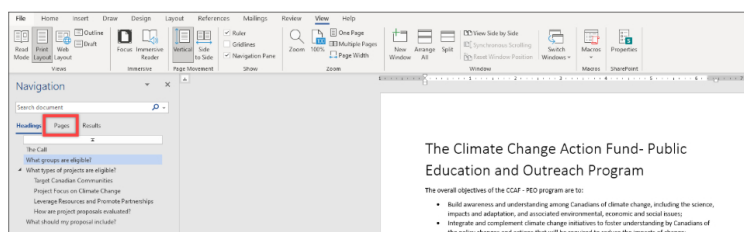


(If this command is already checked, skip to the next step.)

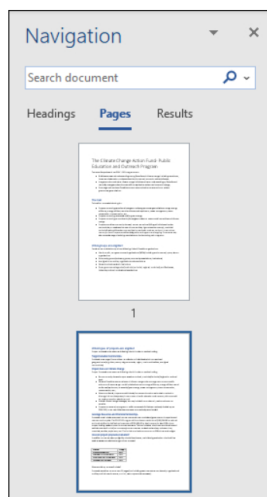
3. Ensure the first tab (Headings) is selected. Review the list of headings in the document:

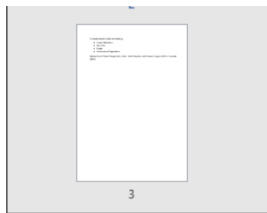


4. Click the Pages tab for a different view of the document:

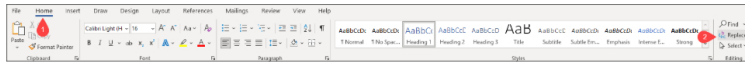


5. Review the Navigation Pane:

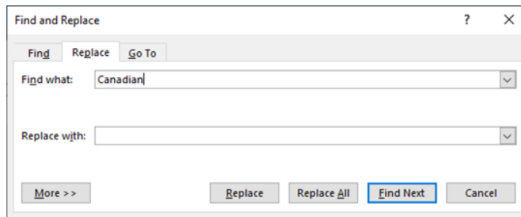




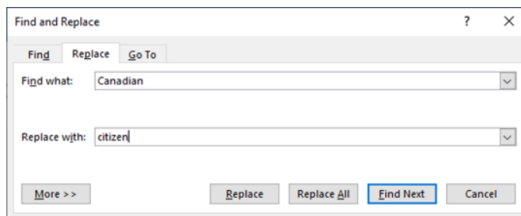
6. Now, we want to update the document to reflect our country (rather than the Canadian program this RFP was based on). Click Home → Replace to begin:



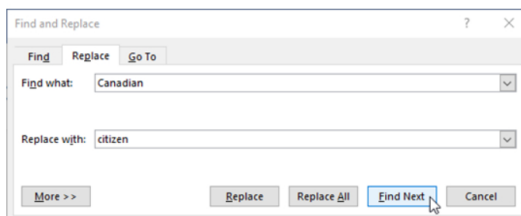
7. The Find and Replace dialog box will open to the Replace tab. Enter “Canadian” in the “Find what” field:



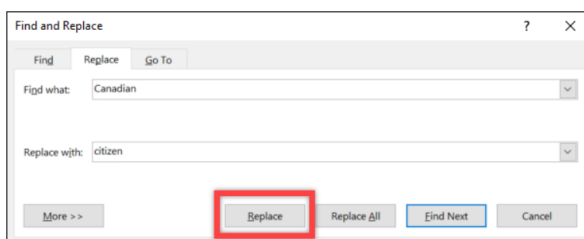
8. Enter “citizen” in the “Replace with” field:



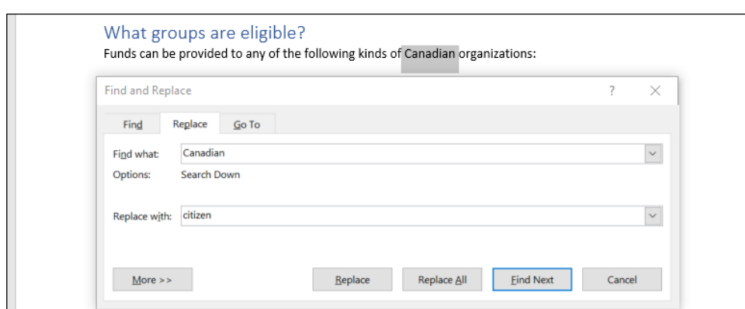
9. Click “Find Next:”



10. Review the context of this replacement. Since it makes sense, click “Replace:”



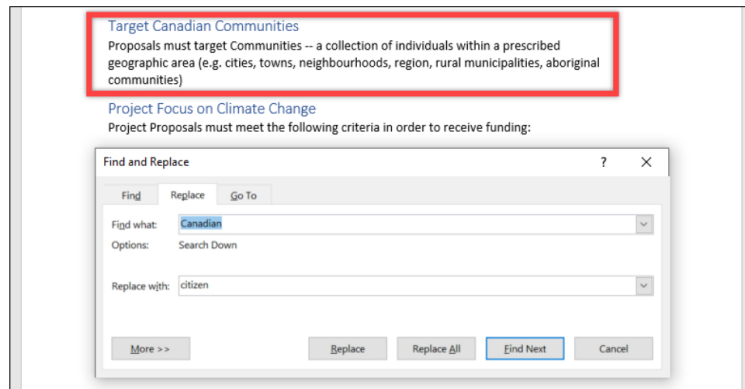
11. Complete the next two replacements. When you reach the final sentence on Page 1, delete the text instead of replacing it:



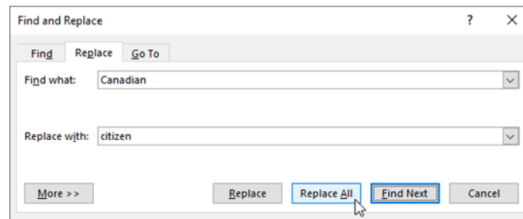
(You can do this with the Find and Replace dialog box open.)

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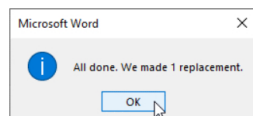
12. Repeat the deletion for the next two instances:



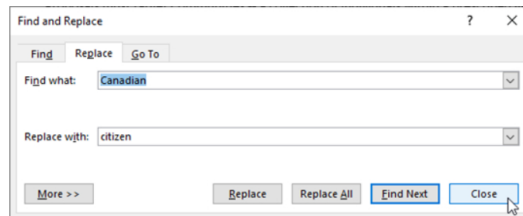
13. We can now replace the instances in the rest of the document. Click "Replace All:"



14. You should be notified that one final replacement has been made. Click "OK" to close this dialog box:



15. Then, close the Find and Replace dialog box:



16. Save your document as **Activity 2-3 Complete**. Close Microsoft Word 365 to complete this exercise.

17. Now, you can check out an example of a completed document in the link below:

[Completed Exercise Finding and replacing text](#)

Mark as completed

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