**Task 2**

**%s/word//gn**

* **%** represents the entire file.
* **s** is the substitute command.
* **/word/** is the pattern you want to search for.
* **/** is the delimiter.
* **g** flag stands for global, which makes Vim search for all occurrences of the pattern in the file.
* **n** flag stands for count, which makes Vim print the count of matches without actually performing any substitutions.

**Task 3**

* Hit CTRL + v to enter visual block mode.  
  Use j to navigate and block off the beginning of lines.  
  Hit SHIFT + i (capital i) to enter insert mode.  
  Type // and hit ESC
* We can just enter command without choosing.

3.5s/^/\/\/ and then enter