



**SELF-LEARNING PACKAGE IN**

# **ICT 7**

Quarter 1 | Week 5

## **Working with Text**

### **Learning Competency:**

**Using Find and Replace features to search texts in documents.**

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## Ready to Launch!

Have you ever finishing typing a letter, report or presentation only to discover that you misspelled a person's name or had the wrong company listed multiple times throughout your document? Using Word's Find and Replace feature, you can quickly locate and replace text.

When you're working with longer documents, it can be difficult and time consuming to locate a specific word or phrase. Word can automatically search your document using the **Find** feature, and it allows you to quickly change words or phrases using **Replace**.



## Aim at the Target!

*At the end of this module you are expected to:*

1. Use Find and Replace features to search texts in your documents.



## Try This!

**Gear Up! Let's see if you have ideas regarding this topic.**

Direction. Write the letter of the correct answer.

1. Donald wants to search a document for the word "wall". Which of the following instructions would NOT help him to do this?
  - a) Click the 'Find' button, and type the word or phrase to search for
  - b) Press Ctrl+F on the keyboard, and type the word or phrase to search for
  - c) Click on 'Search' (top right), and type the word or phrase to search for
  - d) Select 'Advanced Find' from the 'Find' menu, type the word or phrase to search for, and click 'Find Next'
2. Ethel is searching for instances of the word "fly" but also wants to find instances where different tenses are used, such as "flown" and "flew". Which of the following statements describes the most efficient way of doing this?
  - a) Perform separate searches for each word
  - b) Perform an advanced search for "fl\*", with 'Use wildcards' enabled
  - c) Perform an advanced find for "fly", with 'Sounds like' enabled
  - d) Perform an advanced find for "fly", with 'Find all word forms' enabled
3. Which of the following statements about Replace All are accurate?
  - a) 'Replace All' can perform thousands of changes in just a few seconds
  - b) 'Replace All' does not prompt you before making changes
  - c) 'Replace All' should be used with caution, and limited to occasions where you are certain that all possible matches are valid for replacement
  - d) All of the above
4. Vicky has put together a comprehensive training program for using her company's corporate email. Her boss points out that she has been inconsistent with her spelling of email/e-mail and instructs her to use "e-mail" exclusively. How can Vicky, using find and replace, replace "email" with "e-mail" in her document?
  - a) Press Ctrl+H, enter "email" as the search phrase and "e-mail" as the replacement phrase, click Replace All
  - b) Click Replace, enter "e-mail" as the search phrase and "email" as the replacement phrase, click Replace All
  - c) Press Ctrl+H, enter "e-mail" as the search phrase and "email" as the replacement phrase, click Replace All
  - d) All of the above

5. Which of the following is TRUE about Find and Replace?

- a) Find and Replace is a function in Word that allows you to search for target text
- b) To activate Find dialogue box, Press Ctrl+ F on the keyboard.
- c) To replace a text, click the Replace button, type the word or phrase to search for and type the word you want to replace it with.
- d) All of the above



### Keep This in Mind!

Direction. Read the story below.

Activity. Finding misspelled words

#### The Tortoise and the Hare an Aesop Fable

One day a haer was bragging about how fast he could run. He bragged and bragged and even laughed at the tortoes, who was so slow. The tortoes stretched out his long neck and challenged the haer to a rase, which, of cuorse, made the haer laugh.

"My, my, what a joke!" thought the haer.

"A rase, indeed, a rase. Oh! what fun! My, my! a rase, of cuorse, Mr. Tortoes, we shall rase!" said the haer.

The forest anemals met and mapped out the cuorse. The rase begun, and the haer, being such a swift runner, soon left the tortoes far behind. About halfway through the course, it occurred to the haer that he had plenty of time to beat the slow trodden tortose.

"Oh, my!" thought the hare, "I have plenty of time to play in the meadow here."

And so he did.

After the haer finished playing, he decided that he had time to take little nap.

"I have plenty of time to beat that tortoes," he thought. And he cuddle up against a tree and dozed.

The tortoes, in the meantime, continued to plod on, albeit, it ever so slowly. He never stopped, but took one good step after another.



a

### Analysis.

1. What are the misspelled words in the story?
2. Describe how do you find the misspelled words and how do you correct it?
3. What technique did you developed from answering the activity?

## Abstraction and Generalization

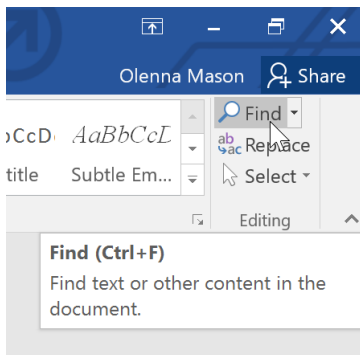
### Find and Replace

Find and Replace helps you to find words or formats in a document and can let you replace all instances of a word or format. This is particularly handy in long documents.

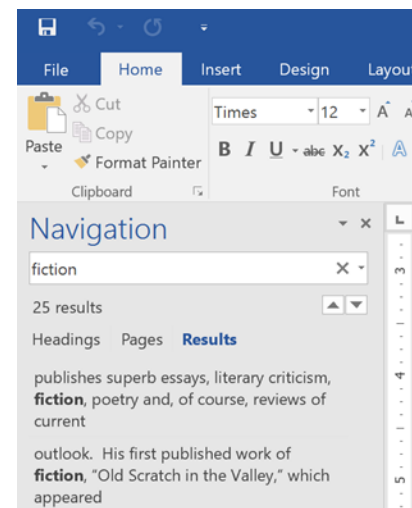
#### To find text:

In our example, we've written an academic paper and will use the Find command to locate all instances of a particular word.

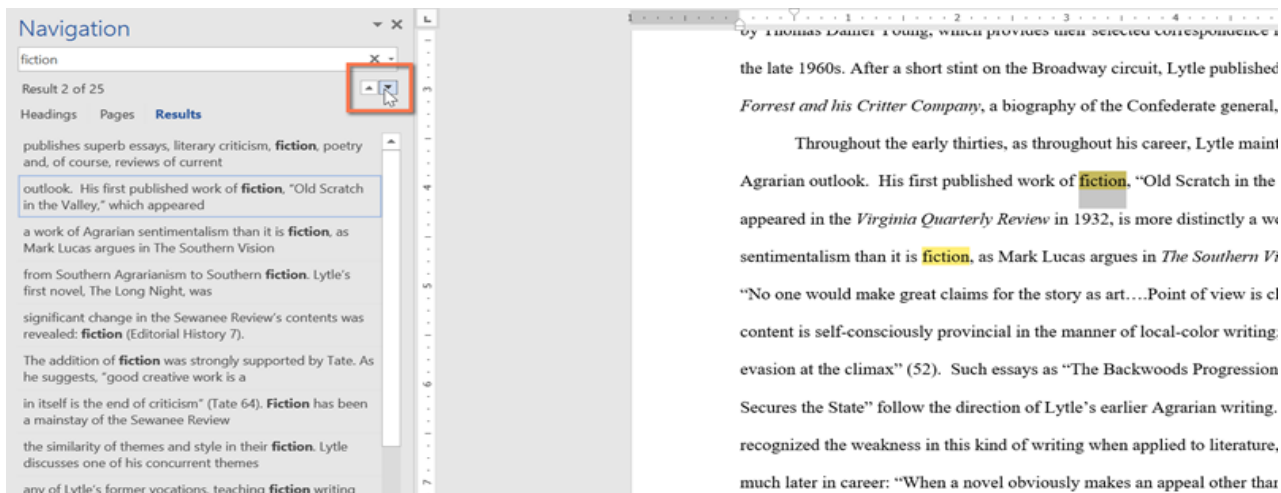
1. From the **Home** tab, click the **Find** command. Alternatively, you can press **Ctrl+F** on your keyboard.



2. The **navigation pane** will appear on the left side of the screen.
3. Type the text you want to find in the field at the top of the navigation pane. In our example, we'll type the word we're looking for.



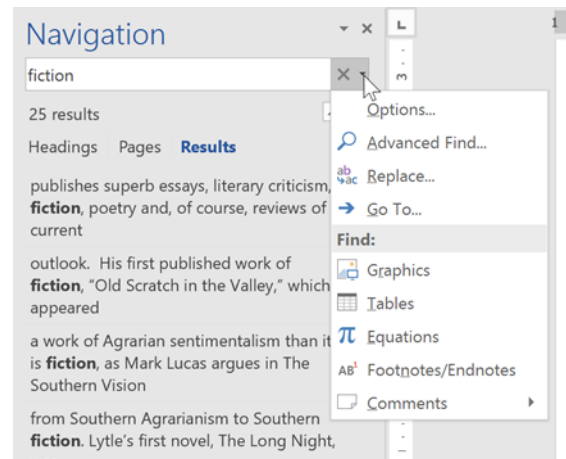
4. If the text is found in the document, it will be highlighted in yellow and a **preview of the results** will appear in the **navigation pane**. Alternatively, you can click one of the results below the arrows to jump to it.



5. When you are finished, click the **X** to close the navigation pane. The highlight will disappear.



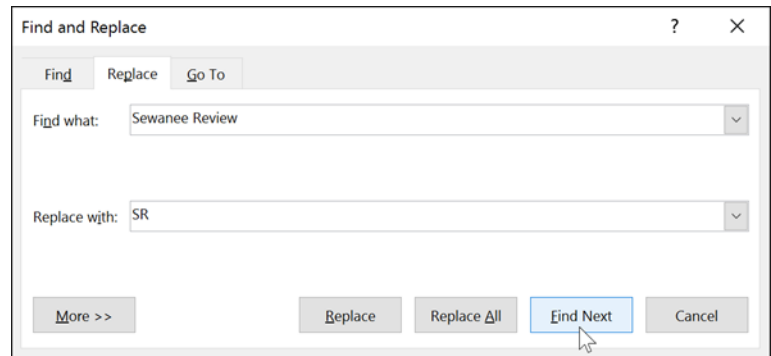
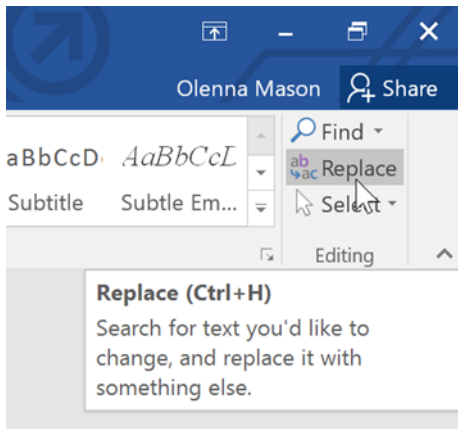
For more search options, click the drop-down arrow



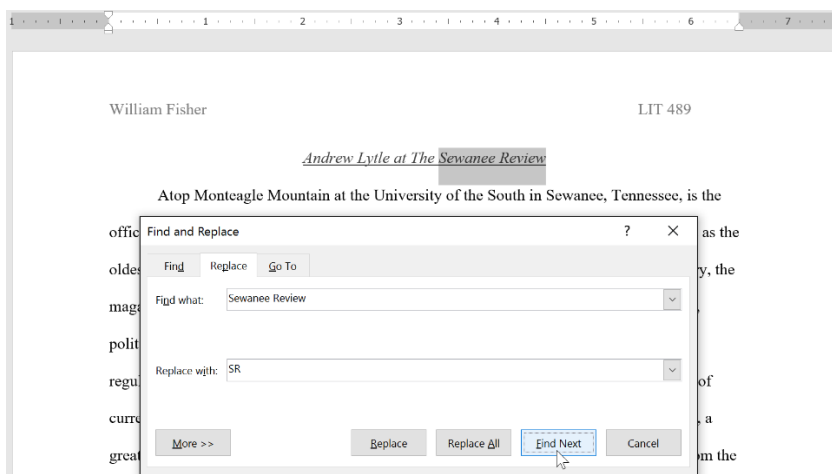
### To replace text:

At times, you may discover that you've made a mistake repeatedly throughout your document—such as misspelling a person's name—or that you need to exchange a particular word or phrase for another. You can use Word's **Find and Replace** feature to quickly make revisions. In our example, we'll use Find and Replace to change the title of a magazine so it is abbreviated.

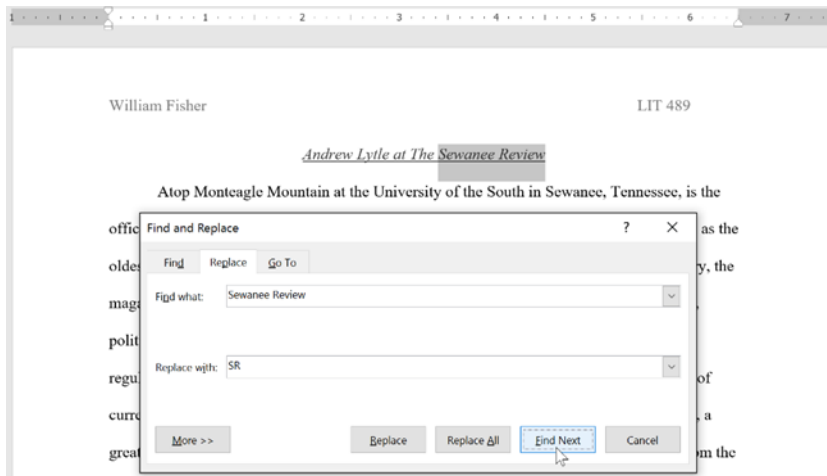
1. From the **Home** tab, click the **Replace** command. Alternatively, you can press **Ctrl+H** on your keyboard.
2. The **Find and Replace** dialog box will appear.
3. Type the text you want to find in the **Find what:** field.
4. Type the text you want to replace it with in the **Replace with:** field. Then click **Find Next**.



5. Word will find the first instance of the text and **highlight** it in gray.

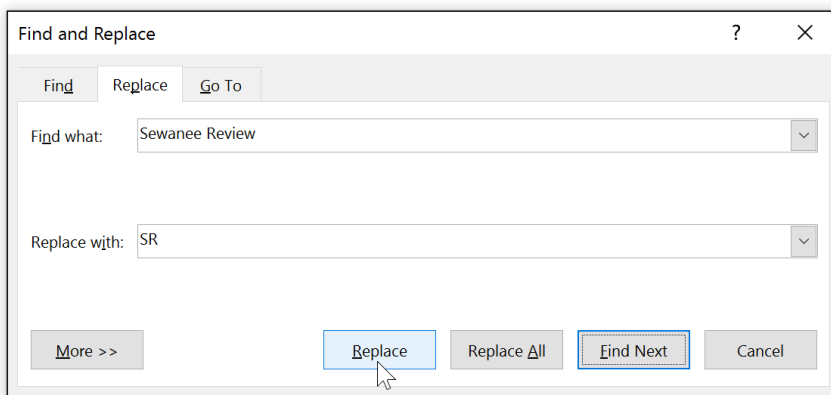


6. **Review** the text to make sure you want to replace it. In our example, the text is part of the title of the paper and does not need to be replaced. We'll click **Find Next** again to jump to the next instance.



7. If you want to replace it, you can click **Replace** to change individual instances of text. Alternatively, you can click **Replace All** to replace every instance of the text throughout the document.

Atop Monteagle Mountain at the University of the South in Sewanee, Tennessee, is the office of *The Sewanee Review*. Founded in 1892, the *Sewanee Review* (SR) has never missed an issue, distinguishing it as the oldest continuously published quarterly review in the United States. For its first half-century, the magazine existed as a general journal of the Humanities, featuring

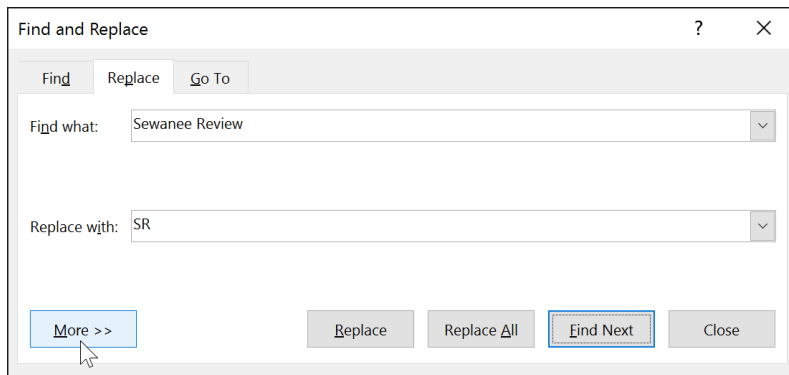


8. The text will be replaced.

current books. This shift in tone was facilitated expressly by the editors of the t  
great deal of the magazine's continued excellence has depended on its editors, v  
**SR** would not have been able to solicit and select the excellent writers that have  
pages during these past decades. For the last seventy-six years, the office of the

9. When you're done, click **Close** or **Cancel** to close the dialog box.

For more search options, click **More** in the Find and Replace dialog box. From here, you can select additional search options, such as matching case and ignoring punctuation.



When it comes to using Replace All, it's important to remember that it could find matches you didn't anticipate and that you might not actually want to change. You should only use this option if you're absolutely sure it won't replace anything you didn't intend it to.

## Application.

1. Open our practice document.
2. Using the **Find** feature, determine which pages mention **Caroline Gordon**.
3. The name T.S. Eliot is misspelled. Replace all instances of **Elliot** with **Eliot**. When you're finished, you should have made three replacements.
4. Allen Tate's name is also misspelled. **Find and Replace** Alan with Allen. **Hint:** Do not use **Replace All**. Otherwise, you might accidentally replace the word **balance**.
5. Save the document with a filename Task4\_App\_\*\*\* (where \*\*\* is your family name) and save it in PC.



## Reflect

**Complete the statements below.**

I understand \_\_\_\_\_

I don't understand \_\_\_\_\_

I need more information about \_\_\_\_\_



## Reinforcement & Enrichment

Direction. Perform the activity below:

1. Search in the internet for the 10 most commonly misspelled words.
2. Open MS Word, and type the misspelled words you have searched.
3. Use Find and Replace to correct the misspelled words.
4. Save the document with a file name Task4\_RE\_\*\*\* (where \*\*\* is your family name) and save it in PC.





## Assess Your Learning

Multiple Choice. Chose the best answer. Select the letter of your choice.

1. Where is find and replace located?  
a. Home tab                      c. Design tab  
B. Review tab                  d. review tab
2. What is the indication that the word had been find?  
a. All search words are listed  
b. Search words are highlighted in yellow color  
c. Search words will be automatically changed  
d. all of the above
3. Which of the following is TRUE about Find and Replace?  
a. Find and Replace is a function in Word that allows you to search for target text  
b. To activate Find dialogue box, Press Ctrl+ F on the keyboard.  
c. To replace a text, click the Replace button, type the word or phrase to search for and type the word you want to replace it with.  
d. All of the above
4. Jose wants to search a document for the word "age". Which of the following instructions would NOT help him to do this?  
a. Click on 'Search' (top right), and type the word or phrase to search for  
b. Press Ctrl+F on the keyboard, and type the word or phrase to search for  
c. Click the 'Find' button, and type the word or phrase to search for  
d. Select 'Advanced Find' from the 'Find' menu, type the word or phrase to search for, and click 'Find Next'
5. What is the key to press on your keyboard to activate the Replace command?  
A. Ctrl+ F              b. Ctrl + R              c. Ctrl + B              d. Ctrl + H

True or False. Write T if the statement is True and F if the statement is false.

6. You can use Word's Find and Replace feature to quickly make revisions in your document.
7. Ctrl + F activates the Find command.
8. The Replace feature in Word not only search a word but also display how many number of that words had been searched.
9. The preview of the results will appear in the navigation pane.
10. Find allows you to search for text you'd like to change and replace it with something else.



## References & Photo Credits

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