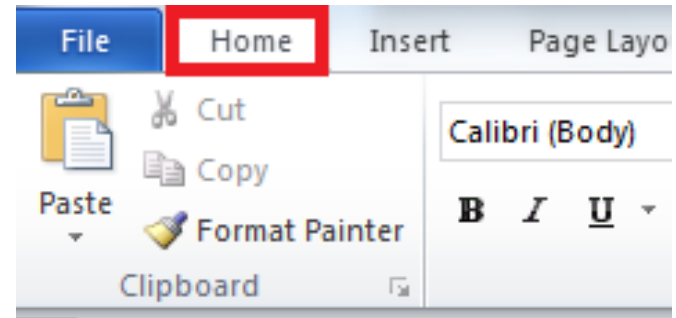


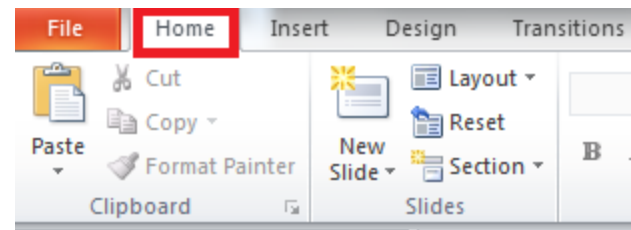
Using Find and Replace:

- The Find and Replace tab is used to replace instances of words or phrases in documents, with another word or phrase.
- To use it, click the **home** tab.

- Word:



- Power Point:

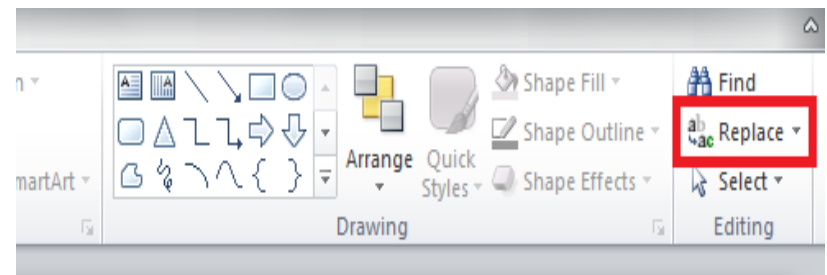


- Locate the **replace** option, which can be found at the end of the menu.

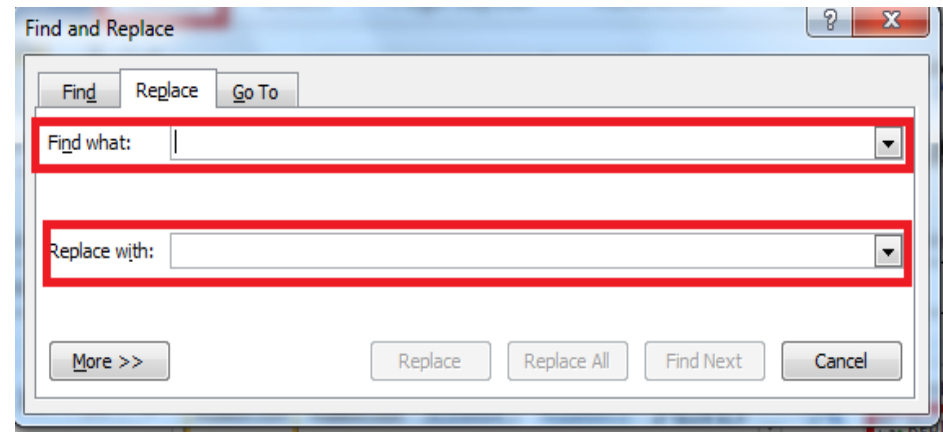
- **Word:**



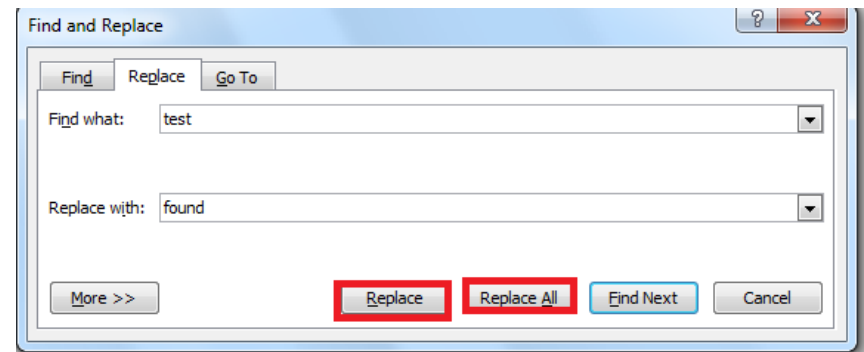
- **Power Point:**



- **Left Click** on the Replace option and a box will come up with two bars in it.
- **Find What:** is where you enter the word or phrase you wish to find,
- **Replace With:** will replace the word or phrase you told Word or Power Point to find with what you have put into the **Replace with:** box.

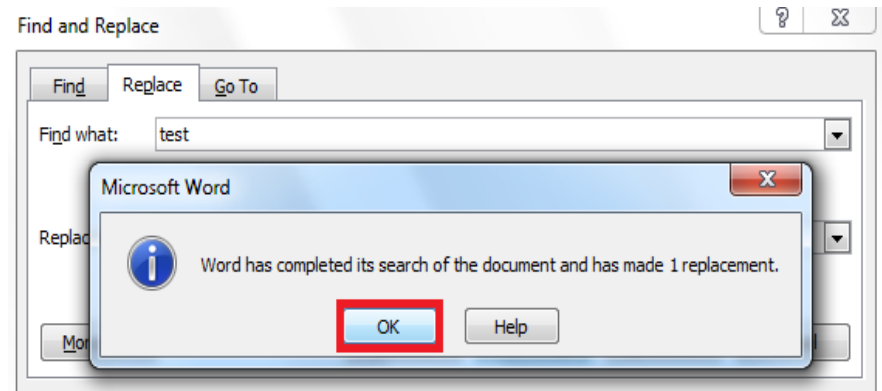


- Click on either **Replace** to replace the first instance of the word or phrase
- **Replace All** to replace all instances of the word or phrase.
- Note that the Find and Replace dialog box is case sensitive. This means that word and Power Point will look at “pencil” and “Pencil” as two different words.



- When you have finished, Microsoft Office will tell you it has completed the task and how many instances it replaced, in a new box.
- Press **OK** to return to your document.

- **Word:**



- **Power Point:**

