Finding Text by Narrowing Options

- In this tutorial, you will learn how to FIND text in your document and create options to narrow the list of found words/phrases using the FIND function.
- The FIND function is used to find text throughout your document. You can search for text using the Navigation Panel in the FIND function.

Locating the Find Function

To locate the FIND function click on the home tab of the ribbon. The FIND function is found under the Editing section.
Using the Find Function Navigation Pane with Options

Step 1: To search the entire document for a word or phrase, click the FIND function drop-down and choose FIND. Again this will open the Navigation Pane.

Step 2: Click the drop down arrow next to the search box where you have typed to search for “student”, then choose OPTIONS. NOTE: look at our current results which are 14 (the “10 of” means the last hyperlink we viewed is the 10th in the list of 14).
Step 3: From the **FIND OPTIONS** box, you can make choices to narrow your results. Here, you chose to limit your search by selecting **MATCH CASE** and **FIND WHOLE WORDS ONLY**. You chose for the program to **HIGHLIGHT** the selections. Click **OK** once you have made all your choices for limiting the search.

**NOTE:** Your **Navigation** pane will now list the type of search you have selected.
Step 5: Type your word or phrase in the navigation pane. Here you used “student”. NOTE: the results are now 4 instead of the 14 that were available when not using the FIND OPTIONS.

The continued influx of international students poses unique challenges in online learning environments. Research continues to explore how positively or negatively affect a student’s experience including: language proficiency (Zhang & Kenny, 2010), course design and instruction (Nasser, Zhang & Kenny, 2010), and cultural differences (Liu et al, 2010; Tu). One important area of study focuses on the student experience itself, and how it relates to communication that occurs in the classroom. Both can benefit students and individually between a student and the instructor (Anderson, 2008; Tu, Vatrapu & Suthers, 2007). For students from other cultures, in particular, the Navigation pane plays a critical role in the overall learning experience.

Moving the Find Function Navigation Pane

Step 1: With the Navigation pane open, click the drop down arrow next to the word Navigation. From here, you can move, size and close your Navigation pane.
Shortcut Tip! Instead of using the **FIND** button, you can click **CNTL+F** to open the Navigation Pane.

Finish: After following the above steps, you can search a document for a word using **FIND**, choose options to narrow your search and move and size the Navigation pane to any area/size on your computer screen.

**Next, How to FIND and REPLACE a word or phrase in a document.**