Find and Replace Function

Word allows writers to search within a document to find certain words or phrases, as well as replace these words or phrases with something else. This function allows writers to make corrections throughout a document.

**Find Function**

To find a certain word or phrase in a document:

1. Use the short cut CTRL+F to bring up the “Find and Replace” window
2. In the “Find” tab, type the word or phrase that Word will search for throughout the document in the “Find what:” field
3. Choose “Next” to begin Word’s search, continuing to click “Find Next” to prompt Word to search for the next instance of the word in the document
4. To allow Word to search for specific formatting of the word or phrase, choose the “More >>” and the “Format” options; here, writers can adjust the formatting of the text (i.e., italics, bold, highlighting, etc.)
Replace Function

To replace a certain word or phrase with another in a document:

1. Use the shortcut CTRL+F to bring up the “Find and Replace” window

2. In the “Replace” tab, type the word or phrase that Word will search for throughout the document in the “Find what:” field

3. Type the replacement text in the “Replace with:” field

4. Choose “Next” to begin Word’s search

5. To replace the original word with your replacement word, choose “Replace;” to move on to the next instance of the original word, choose “Find Next”

6. Choose “Replace All” to automatically replace all of the original word or phrase with the replacement text

7. To allow Word to apply a specific formatting to the word or phrase, choose the “More >>” and the “Format” options; here, writers can adjust the formatting of the replacement text (i.e., italics, bold, highlighting, etc.)