

Using Find and Replace

MS Word has a function called Find and Replace. Here is an assignment to show you how to use this function.

Step #1

Write a short story consisting of five paragraphs or more. The story can be about anything you like, but there is one rule. THE STORY MUST HAVE A MAIN CHARACTER!!! GIVE THE CHARACTER A NAME AND USE THAT NAME AT LEAST ONCE IN EACH PARAGRAPH!!!

Now print out a copy of your story!!!

Once you have finished and printed your story,

- Go to the EDIT menu
- Click on FIND.

You will see the Find and Replace dialog box.

Now follow these steps:

- Click on the tab that says REPLACE.
- Type the name of your main character in the FIND WHAT text box.
- Give your character a new name, and type the new name in the REPLACE WITH box.
- Now click on the REPLACE ALL button.

This will instantly replace your character's name everywhere that you had placed it in your document.

Now print out a copy of your changed story, tell me at least one reason why you would need to know how to use find and replace.

Congratulations

You have learned to Find and Replace