

Using The Find And Replace Feature

Step 1: You will need to have a document with text so you can find and replace words. Below is a sample section of a document.

Smartphones

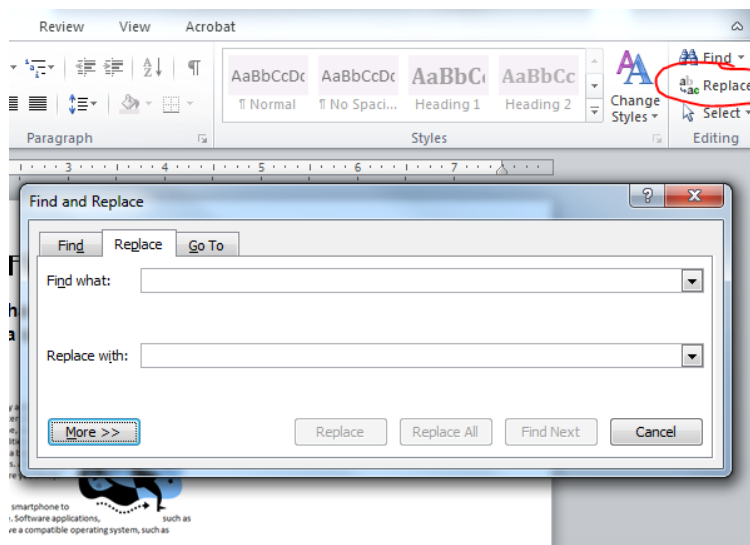
A smartphone is a mobile device that is not only a cell phone but also includes features of a handheld computer or PDA. There is no industry standard definition of a smartphone, but smartphone features can include e-book reader capabilities, Wi-Fi, and/or a built-in full keyboard. They also typically have a built-in MP3 player and digital camera with video capture capabilities. A digital and video camera built into a cell phone is one way to ensure you always have a camera with you.



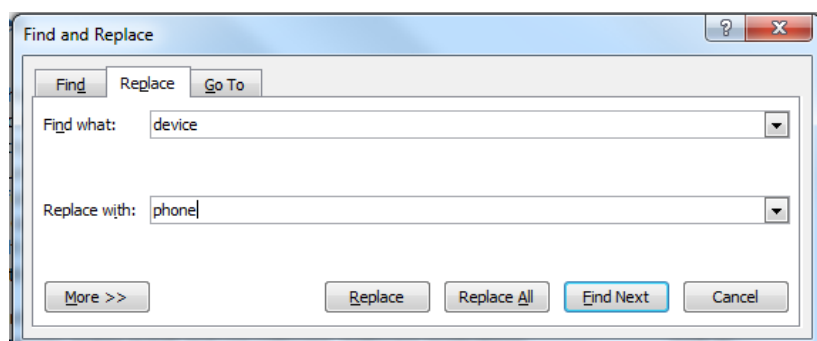
A keyboard and/or a stylus make it easy for the smartphone to function as an organizer and to install and use software. Software applications, such as Word and PowerPoint can run on smartphones that have a compatible operating system, such as Windows Mobile for smartphones.

Step 2: Decide which word you would like to change. In this sample I am going to change the word device to phone.

Step 3: With the Home tab selected, click on the replace button. It will bring up a window with different find and replace options.

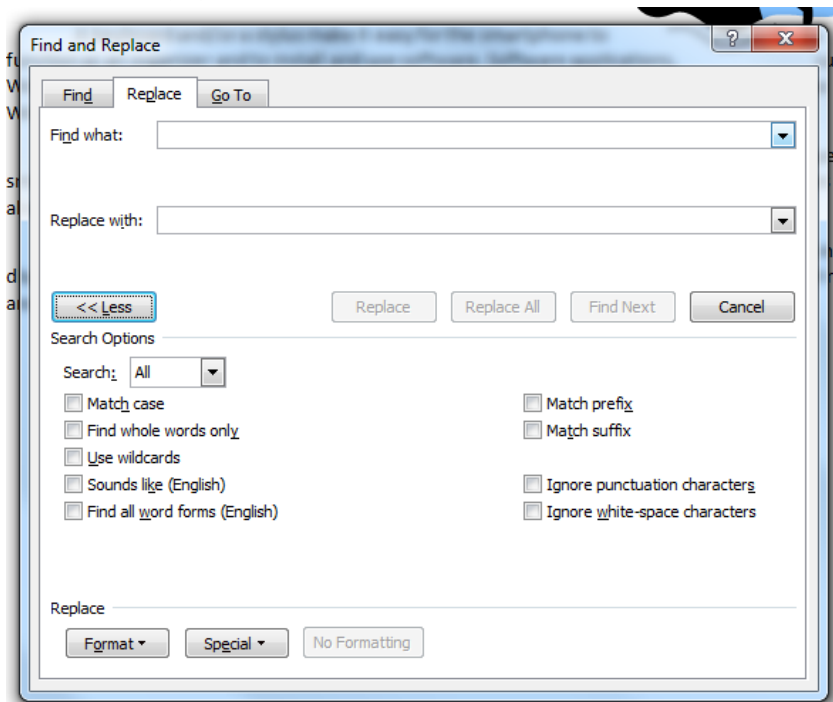


Step 4: Next type in the words you would like to replace. I am using the words phone and device.



Step 5: Click replace all and all occurrences of the search word will be replaced with the word you specify.

Step 6: If you want to have more replace options you can click “more” and you can search for and replace words differently to get much more specific in the way you find and replace words.



Step 7: After you click replace to replace all your words you will get a brief report of how many words were replaced.

