

Project 2-4: Using Find/Replace

In this exercise you'll test out Word's Find/Replace tool.

1. Open the project file 2-4-source and save it as project_2-4_find.
2. Press **Ctrl+F**. Open the Results tab in the Navigation Pane.
3. Type **our** in the search box, but don't press **Return** yet.
Word displays search results as you type.
4. Complete the search term **ouring** and press **Return**.
5. Click the drop-down arrow on the search entry box itself and select **Replace...**
6. Replace **ouring** with **oring**. If prompted, continue the search from the beginning of the document, and click **OK** when all results are in.
7. Experiment with case-sensitive and case-insensitive searches in the Advanced Find dialog box, e.g., by searching for **for** with and without case-sensitive searching enabled.
8. Save and close your document.