

# Using Computers

## Word Processing Module

### Task 7

#### Using Find and Replace

This function does exactly what you'd expect it to do – it lets you locate any word or phrase in a document and replace it with another. It's a good facility to remember as it can be time consuming when tidying up a document.

#### Task

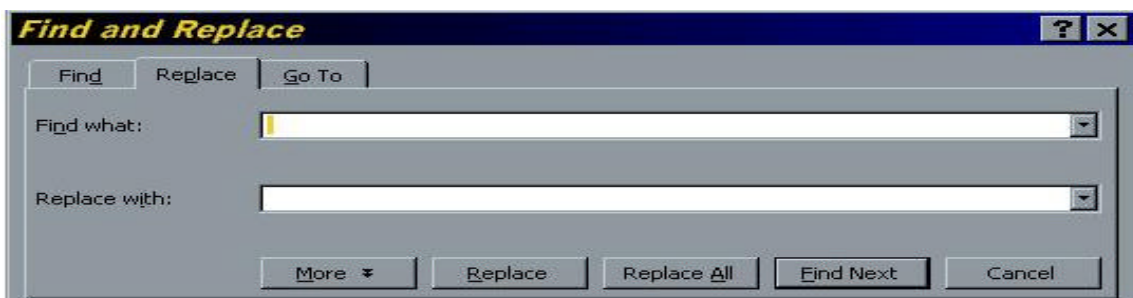
You have written a draft information document promoting the European Week for Health and Safety. You then have given it to someone else to read and they have recommended the following changes:

- Euro should be European
- HS should be Health and Safety
- There should only be 1 space between words

#### Methodology

Copy the file Task 7 start up doc from the shared drive onto your course disk (You may need to ask your tutor). To copy the file onto your disk without using the internet insert your disk into the drive and then double click on the My Computer icon on the desktop. Click onto the shared drive and locate the file and click it once so the icon turns blue. Now select File + Send To and pick the 3½" Floppy drive. The file will then copy across. You can then open the file in the usual way.

Once the document is open, go to Edit + Replace. A panel will appear like this:



Click the Replace tab. In the Find what box, enter the word Euro you want to search for. Then in the Replace with box, enter the word European you wish to replace with.

Towards the bottom of the panel there are various options:

More – a more advanced search can be made within the document. By selecting the relevant option you can look for words in a certain case (such as ALL CAPS), look for whole words, (RAM rather than ProgRAM) or use wildcards (dog\* will bring up dog, dogma, dogged etc)


Replace – individually replaces the word

Replace All – replaces the word all in one go

Find Next – the PC has found the word but you do not want to replace it.

In this case click onto Replace. This is the safety option, as sometimes words found are not appropriate to be replaced with your new word. If you wish to cancel a search in progress, press cancel.

Repeat this procedure for the replacement word Health and Safety.

To correct the spaces between words, first highlight the section that needs to be altered, go to Edit + Replace. Click the Replace tab. In the Find what box, press your space bar twice. Then in the Replace with box, press your space bar once. Then select Replace All. To check that this has been done, click onto the show/hide icon  on your toolbar – dots will appear between words. One dot is equivalent to one space.

## Hyphenations

As you will see the document includes words which are hyphenated. For ECDL purposes you will only need to know how to switch the automatic option on and off. To do this, choose Tools – Language – Hyphenation. Select or deselect the Automatically hyphenate document checkbox – OK.

Print the final document for your portfolio.