**Lesson 3 Find and Replace Text and Formats**

**Treadwall Activity**

**Objectives:**

**State of Michigan Technology Standards**

6-8 CI Creativity and Innovation 1

6-8 CC Communication and Collaboration 1

6-8 CT Critical Thinking, Problem Solving and Decision Making 2

**Upon completion of this lesson, you should be able to:**

Create a new document

Identify parts of the Normal view screen

Understand menus and toolbars

Enter Text

Check spelling and grammar of a document

Find specific text and replace it with other text

Save a document

Navigate through a document

Preview a document

Upload the document to Moodle or Print a document \*(Check with the teacher)

**Find and Replace Text and Formats**

1. Open **Moodle** and **scroll down** to the **Word Processing Unit**.
2. **Open** the **Lesson 3 Treadwall Activity** – **Open** the attached Word document Step4-8.doc and **save** it to your **Word folder** as **Treadwall**.
3. On the **Home** tab, click the down-arrow next to **Find** in the Editing group and choose **Advanced Find**. The **Find** tab in the Find and Replace dialog box is displayed.
4. In the ***FIND WHAT*** box, key **Workout** and click **Find Next**. Word located the first occurrence of the word, and the word is selected in the document window. The dialog box remains open.
5. Click **Find Next** again. Word finds the next occurrence of the word.
6. Click **Cancel** to close the dialog box.
7. Leave the document open for the next activity.

**Find and Replace Text**

1. Position the insertion point at the beginning of the document. Then choose **Replace** from the Editing group**.**
2. Delete the text in the **Find What** and **Replace With** boxes.
3. Click **More** in the Find and Replace dialog box. The expanded box is displayed.
4. If necessary, position the insertion point in the Find What box.
5. Click **Format**. A shortcut menu is displayed.
6. Click **Font** to display the Font dialog box. Under Font Style, select **Bold** and then click **OK**. Notice that the words “**Font: Bold**” are displayed below the **Find What** box.
7. Click in the **Replace** with box. Click on **Format**, then select the Font in the shortcut menu.
8. Under Font Style, select **Italic** and click **OK**.
9. Click on **Replace All**. The four occurrences of bold text are changed to bold and italic. Click **Ok**. There will be a pop up box that tells the number of replacements made.
10. Click in the **Find What** box and then click **No Formatting**. This removes the format from the search box. Click in the **Replace With** box and then click **No Formatting** to remove the format.
11. Click **Less** to return to the dialog box to the condensed view. Then, click **close** in the Find and Replace dialog box.
12. Insert a blank three column footer and supply the appropriate information (Name…..Word Unit, L3…..Treadwall XX).
13. Save the document to your student drive in the Word folder.
14. Print the document.
15. Place in basket when completed.