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Find & Replace in Word 2007: Vital Tools to Create Documents

Executive Summary – Find and Replace

When writing a document in Microsoft Word, you may decide to change a specific, often used word or phrase in the document. An easy shortcut that saves time is the Find and Replace feature in Word 2007.

How to Find & Replace Words/Phrases

Step 1: First, place your cursor at the beginning of the Word document.

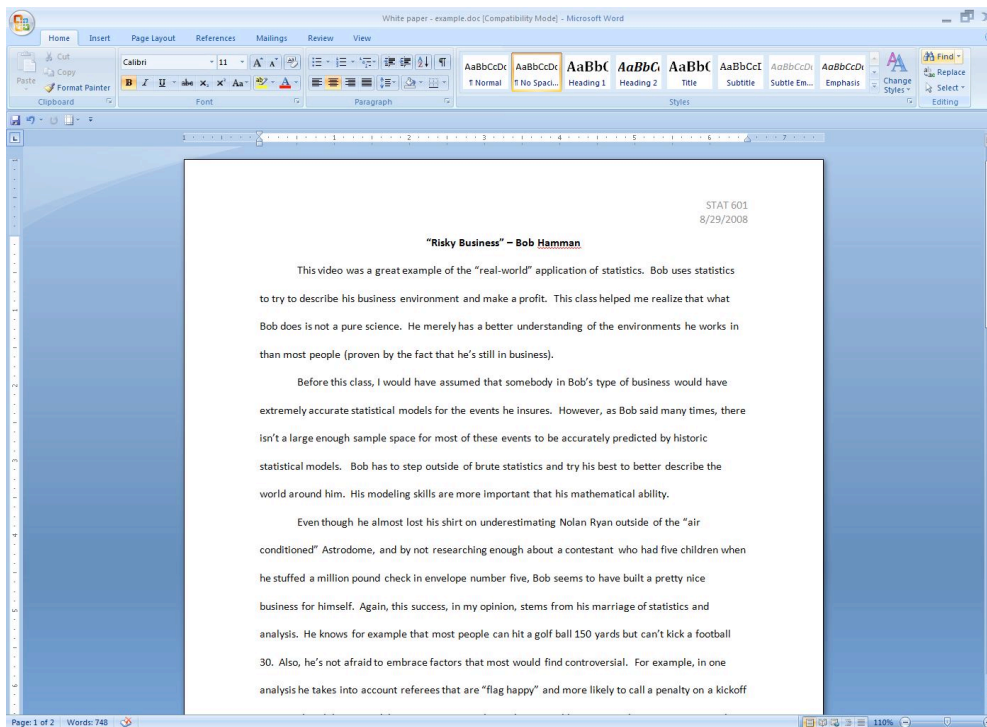


Figure 1

Step 2: Click the Home tab. On the right side of the screen, select the “replace” toolbar (Figure 2).



Figure 2

Step 3: A “Find and Replace” box will open on the Word document (Figure 3). In the “Find What” box, type the word you’d like to replace. In the “Replace with” box, type the word you’d like to replace the old word with.

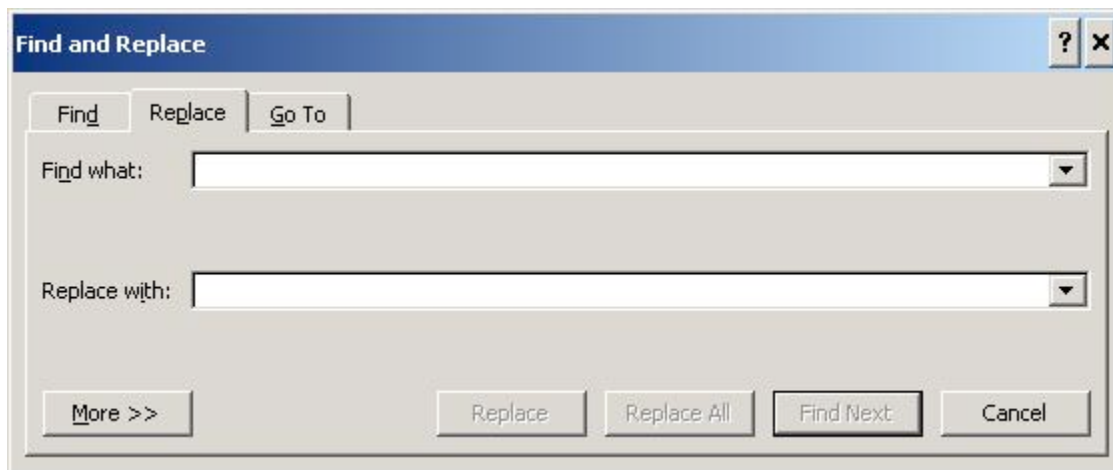


Figure 3

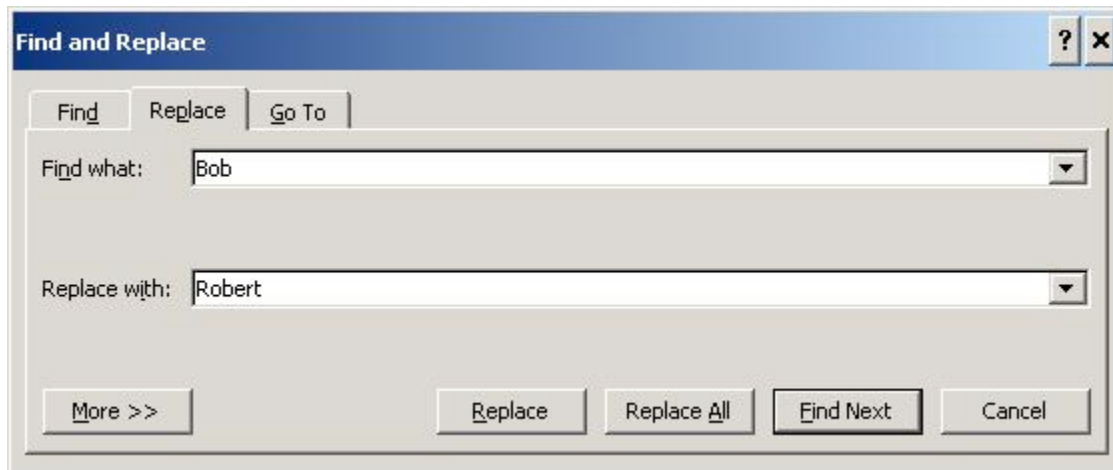


Figure 4

Step 4: Select the “Replace” button if you only want to replace the word once. If you’d like to replace all references in your document, select the “Replace All.” (In this case, let’s select the “Replace All” tab.) (Figure 4)

Step 5: A new window will be generated that says “Word has completed its search of the document and has made “X number of” replacements”(Figure 5). Click “OK”. Your document will be now contains all the updated changes.

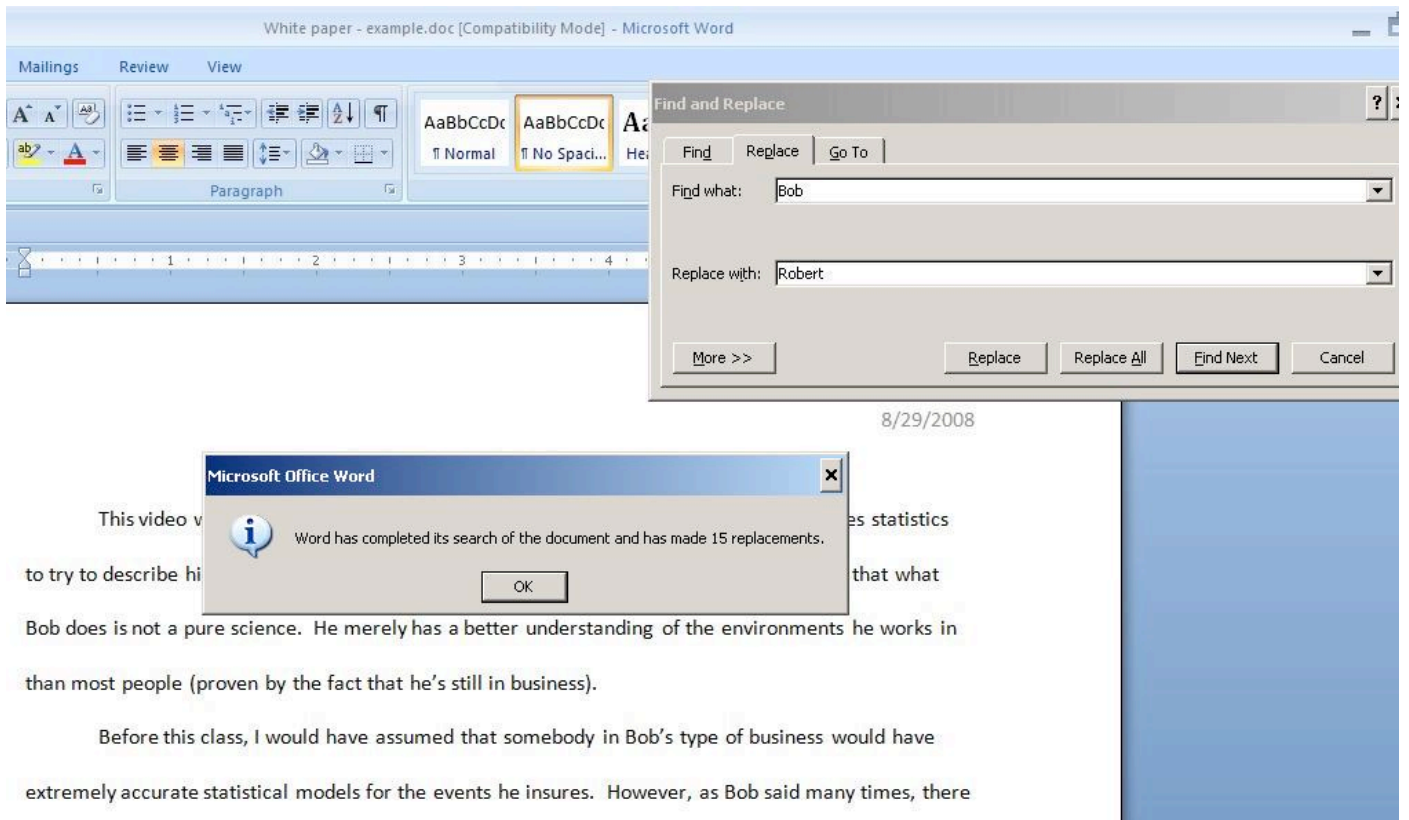


Figure 5

Conclusion:

Word has many shortcuts that can save you time when creating and editing documents. Use the “find and replace” feature to easily replace language choices or correct an often used inaccurate phrase or word.