

# How to replace words in Word

How to replace words in Word. It is sometimes unavoidable for times when you want to change the content of a text because the word error requires a lot of adjustment. So if you have to go looking in a long document and modify the word, it will take a lot of effort and time.



It is sometimes unavoidable for times when you want to change the content of a text because the word error requires a lot of adjustment. So if you have to go looking in a long document and modify the word, it will take a lot of effort and time. TipsMake.com will show you a method of using functions in Word to replace words in Word.

To avoid excessive reading comprehension, TipsMake.com will guide you how to replace words with a specific example below.

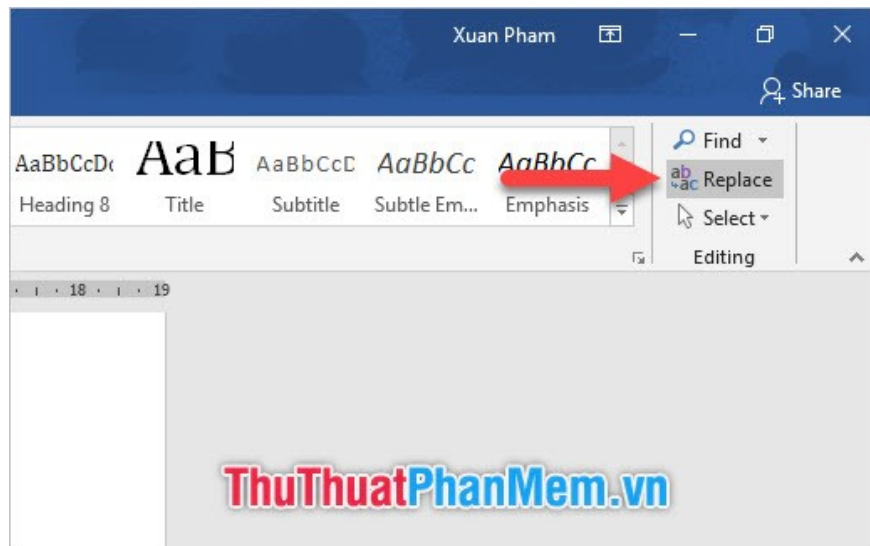
In this paragraph, we have the words *Gat By* are the wrong words and want to change it to *Gatsby* to the correct spelling.

But the word *Gat By* in this document is too much to find. So we need to use the **Replace** function of Word.

ứng cảm nhạy bén ấy hoàn toàn từ... ThuThuatPhanMem.vn... úc cảm mềm yếu được tăng  
bốc là “khí chất sáng tạo”. Nó là một khả năng hi vọng hiếm có, một sự sẵn sàng  
ứng tiếp các biến cố trong đời, sẵn sàng đến lãng mạn, mà tôi chưa hề thấy có ở  
một ai khác và có lẽ cũng sẽ không bao giờ gặp lại nữa. Không, kết cục Gát By hoá  
ra là một con người tốt. Chính những gì ám ảnh Gatsby, chính làn bụi như nhuộm  
cuộn theo sau những giấc mơ của Gát By đã tạm thời làm tôi mất hứng thú quan  
tâm đến những nỗi đau buồn ngăn ngủi và những niềm vui chốc lát của con người.

The **Replace** function is located in the **rightmost** corner of the **Home** ribbon (in the **Editing** section ).

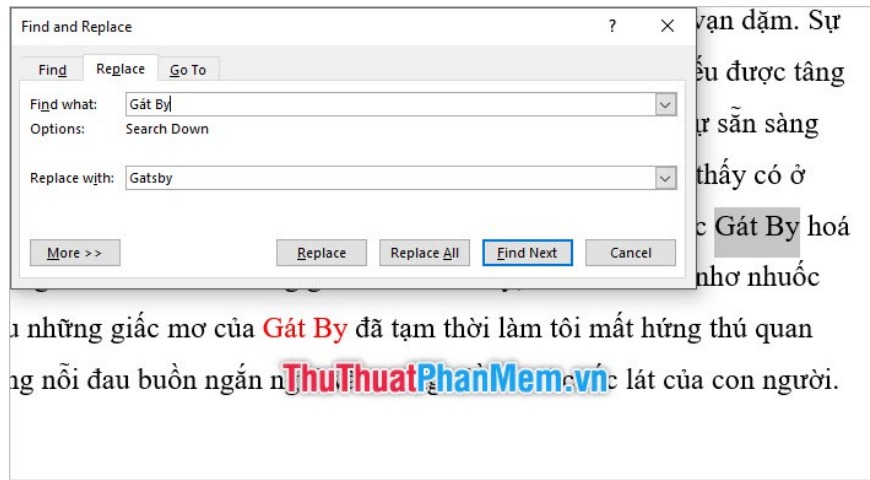
Or for faster, you can use **Ctrl + H** to open this function.



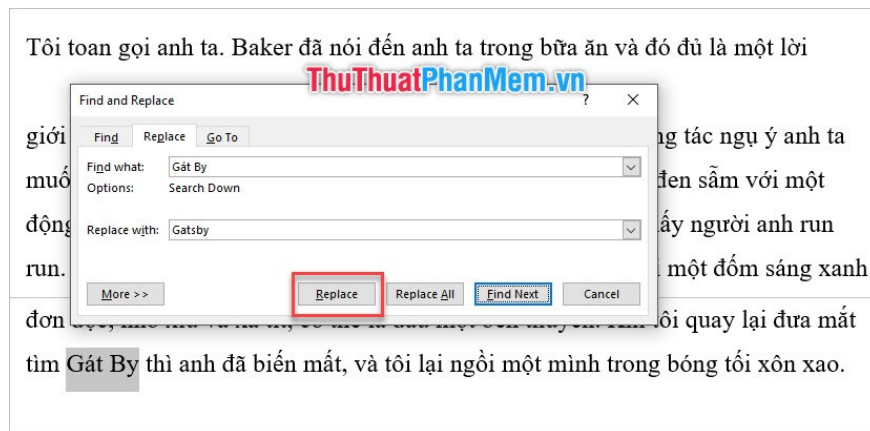
The **Find and Replace** dialog box will appear when you open this function.

With **Find what** , the cell containing the characters you intended to be replaced and **Replace with** is the cell containing the characters that will replace the old place.

For the example we are doing, we need to replace *Gat By* with *Gatsby* so at **Find what** we enter *Gat By* and at **Replace with** , we leave *Gatsby* .

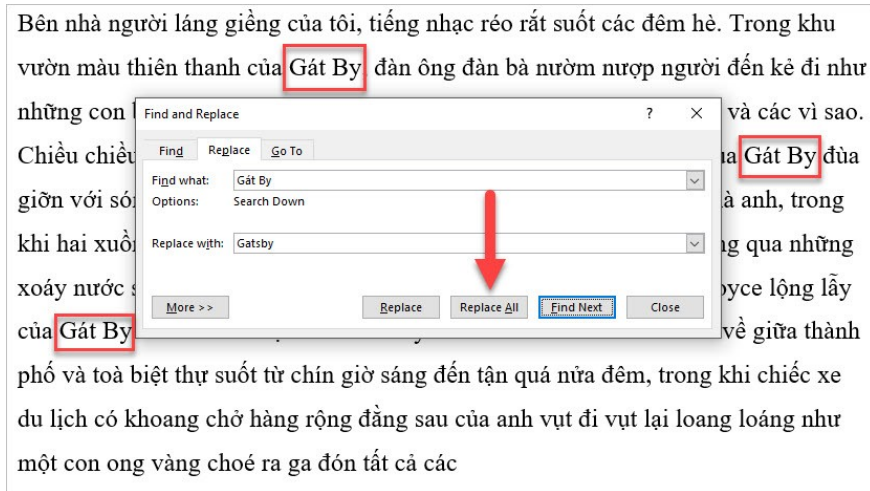


After completing the **Find what** and **Replace with** , click on **Replace** to start the process of replacing *Gat By* to *Gatsby* . The **Replace** function, in turn, replaces the characters from the beginning of the text to the end of the text. Each time you click **Replace** it replaces the one "Gat By" and jumps to the next "Gat By" until the end.

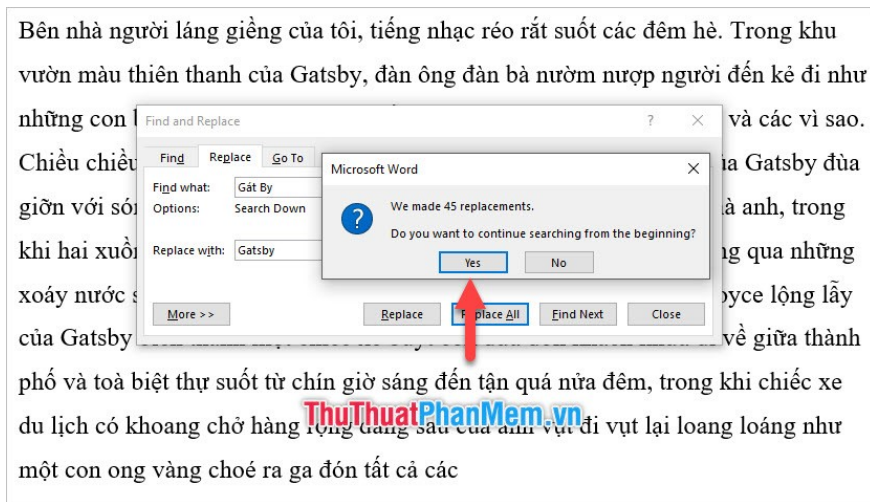


Surely this menu is quite handy when you just want to replace some of Gat By, not the whole.

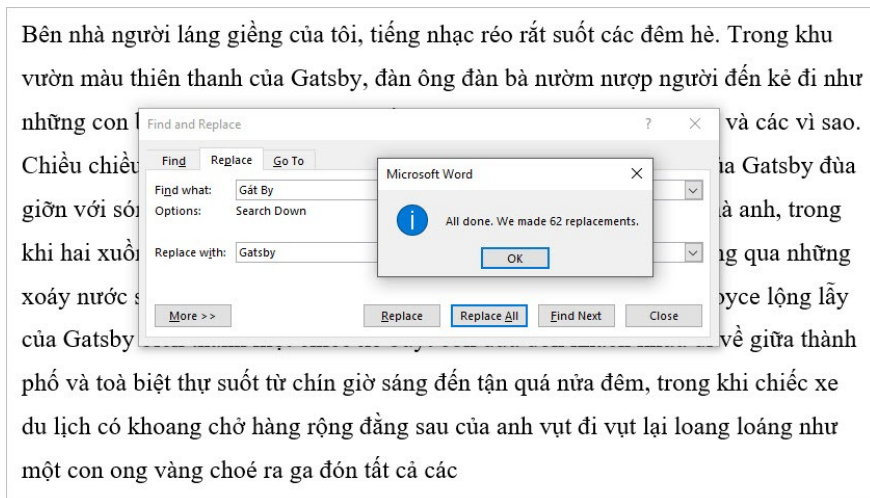
But if you do not want the steps to be so cumbersome and want to do it all at once, replace the entire Gat By in the text with Gatsby, you can use the **Replace All** function, which means replacing all.



After clicking a few **Replace All** , Word will ask you if you are sure you want to replace all and notify the number of times to be replaced. Click and **Yes** to confirm the replacement command again.



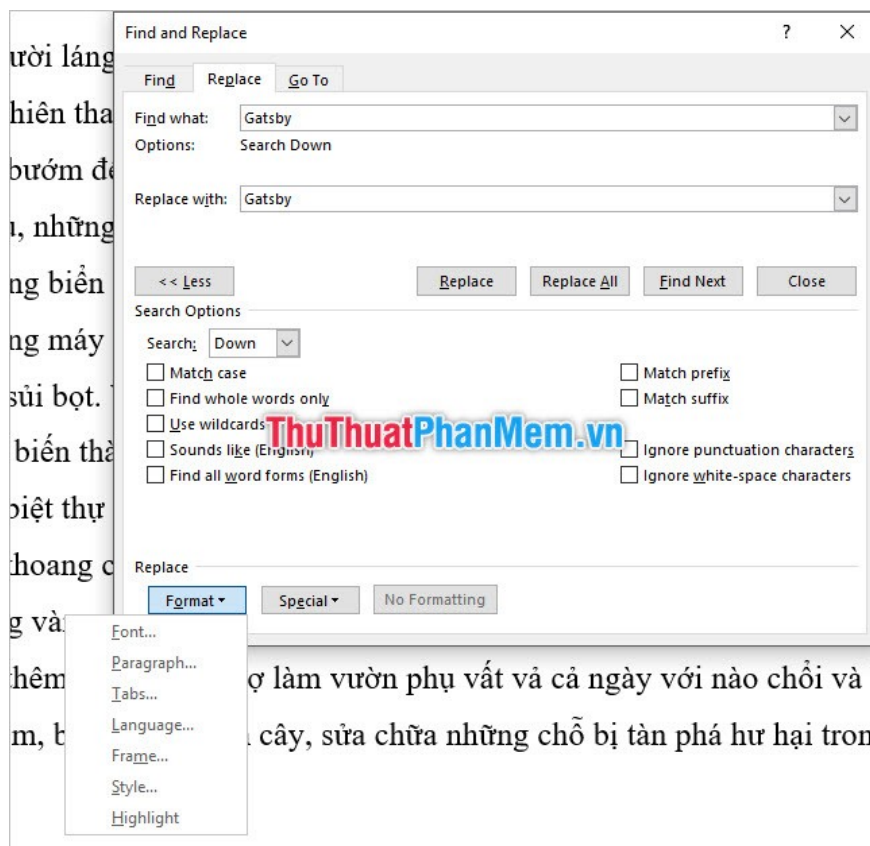
After changing all the words, Word will notify you again the number of times it has helped you change the word *Gat By* to *Gatsby* .



To make more advanced changes, such as adding formatting to fonts or creating functions related to other characters such as Paragraph, Tabs, Language, Frame, Style, Highlight.

Click on **More** in the **Find and Replace** function dialog box , you will see a section of options will be expanded below.

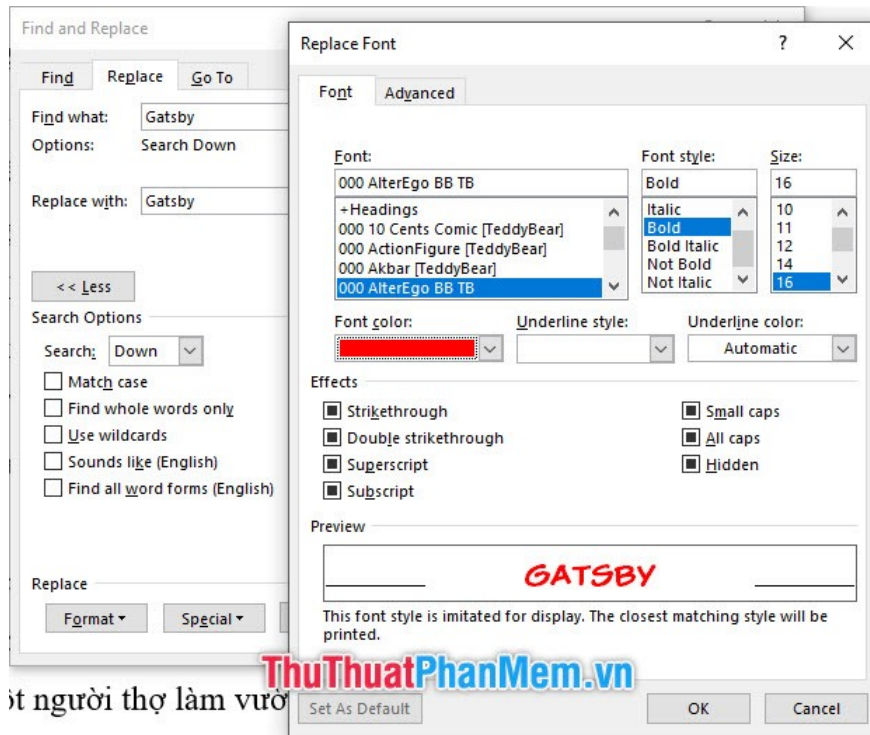
Click **Format** in the **Replace** section at the bottom.



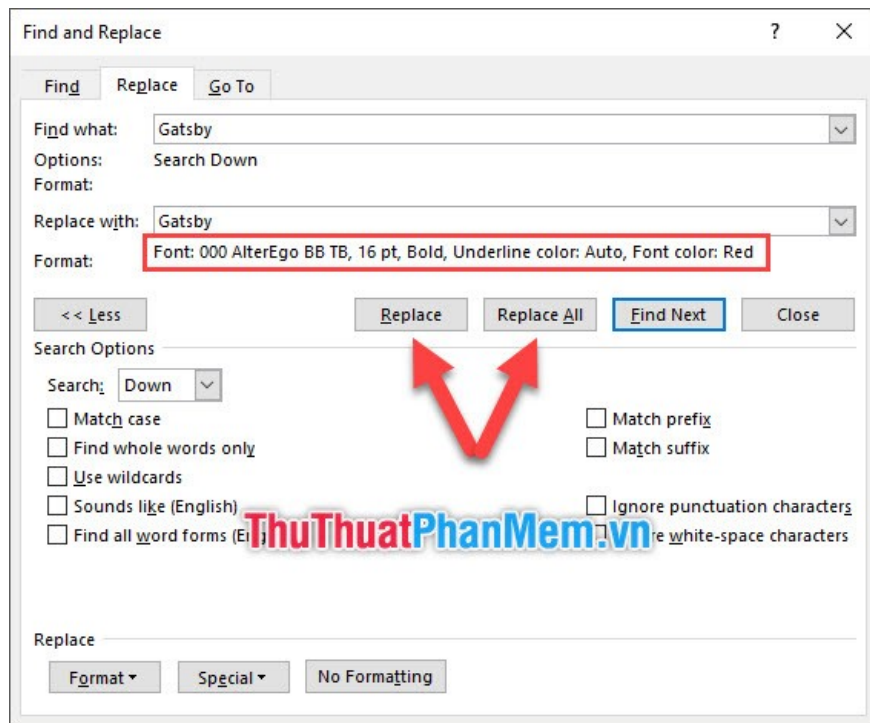
TipsMake.com will make a prototype with the simplest **Font** function to give you a better understanding of **Replace** 's advanced replacement function .

When you select **Font** , the **Replace Font** function pane will appear. You can set the format for alternative text by selecting **Font** , choosing **Font style** , choosing **Size** and font size, choosing **Font color** .

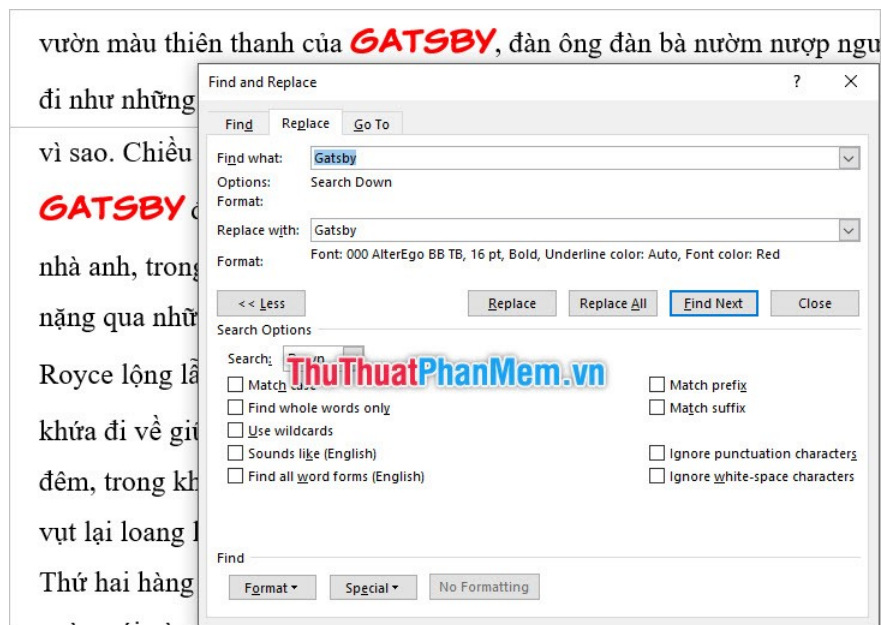
To see more clearly what you have combined selected format, you can see the text in the **Preview** .



After clicking **OK** to confirm the installation, you can see below the **Replace with** box that there will be notes of all the formats you have just installed.



Then you use the **Replace** or **Replace All** function in the same way as you normally would. As a result, you will see the format changes on all the letters and characters you have changed.



Thank you for following our article [TipsMake.com](https://tipsmake.com) on how to replace words in Word. The article is selective and shortened, so I still haven't completely talked about the function of Replace. If you find it interesting, take a look and comment below so we have more motivation to write more detailed articles. Wish you can do it successfully.

You finished reading the article "**How to replace words in Word**" edited by the [TipsMake](https://tipsmake.com) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.