

Instructions to use the Replace feature to reverse position words in Word

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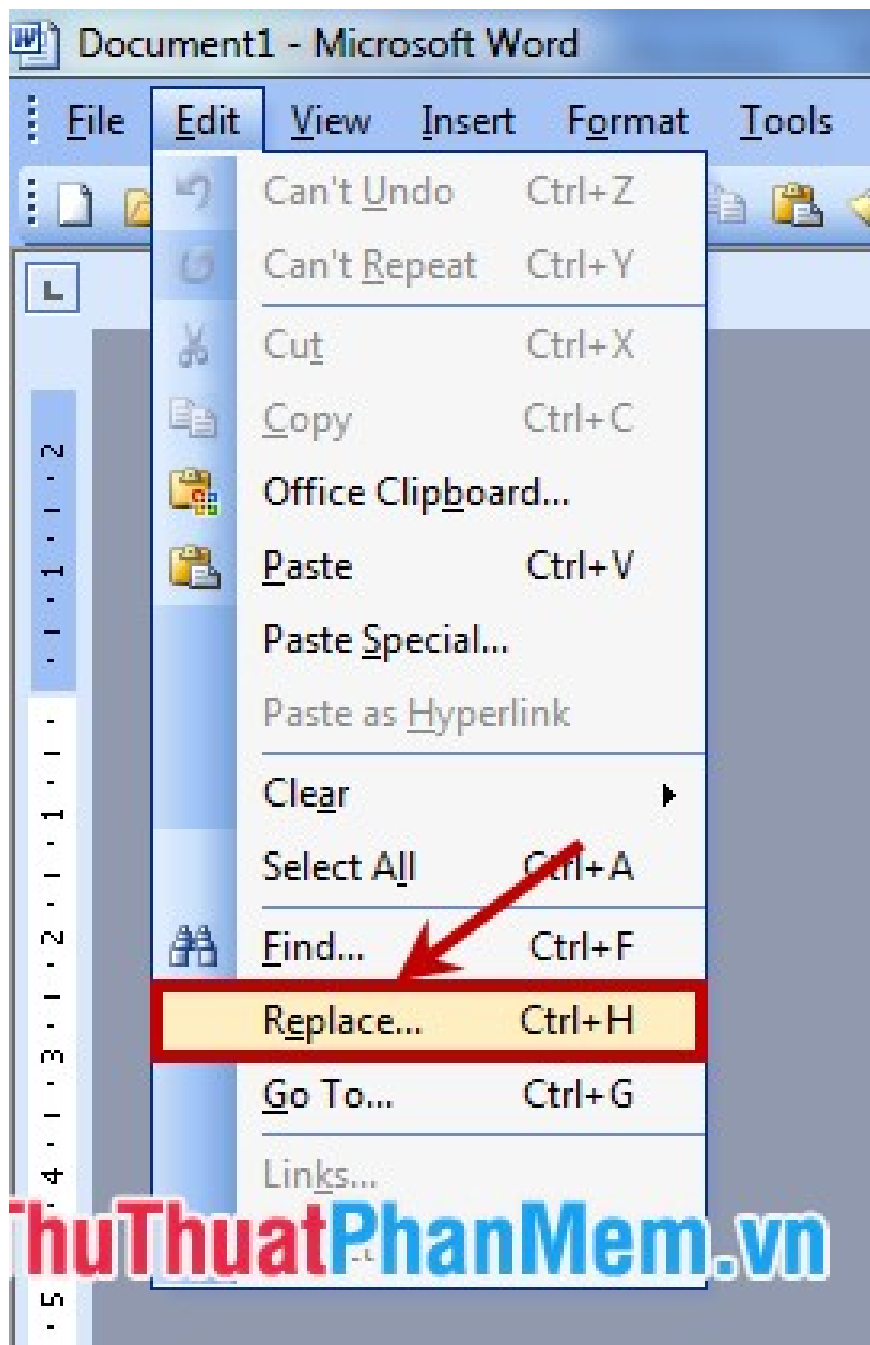
You follow the article below to learn more about the Replace feature - reverse position of words in Word.

Step 1: First you need to select (black out) the column or list you want to reverse the words.

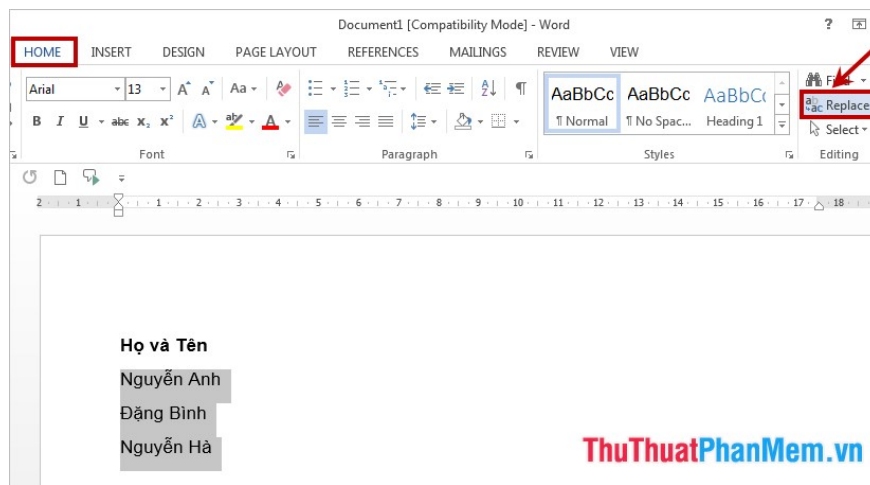


Step 2: Open the **Find and Replace** window .

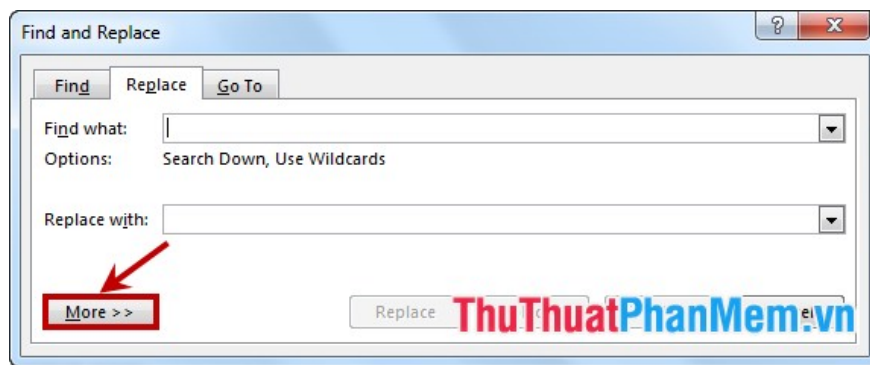
For Word 2003 you select **Edit -> Replace** or you can press the **Ctrl + H** .



For Word 2007, Word 2010, Word 2013, select the **Home** tab -> **Replace** in the **Editing** group (or **Ctrl + H** combination).



Step 3: The **Find and Replace** dialog box appears , in the **Replace** tab, click **More** to expand the options.



Step 4: You set up some custom:

(1) - Check the **Use Wildcards** option . Use **Wildcards** to represent characters like accents? and the *. (2) - In the **Find What** box you enter (*>) (*>), there must be a space between the two parentheses.

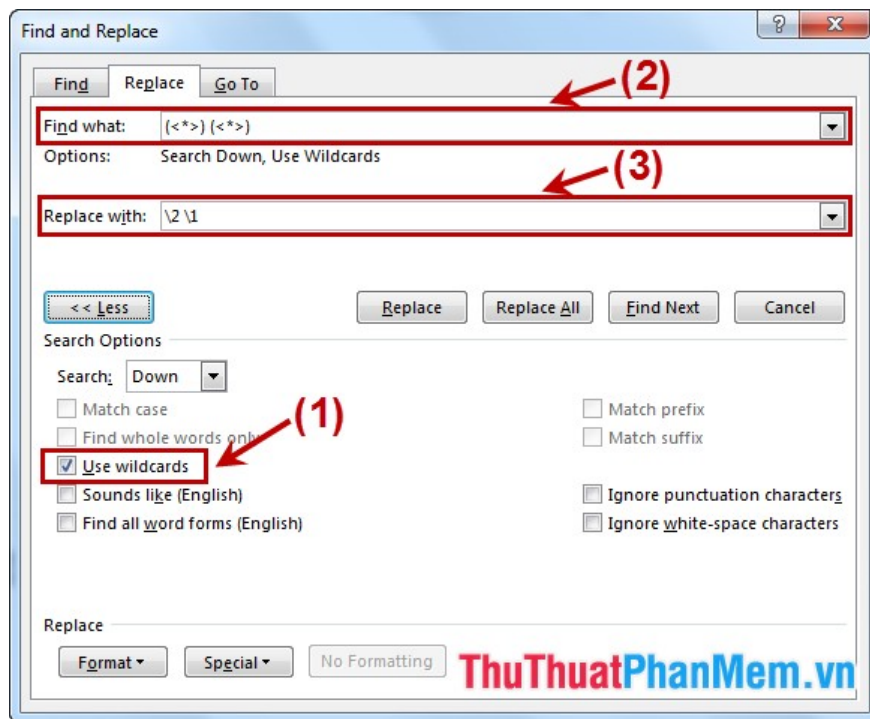
The pair of parentheses () helps you divide the sample phrase into logical strings.

The curly braces > mark the beginning and the end of a word or phrase.

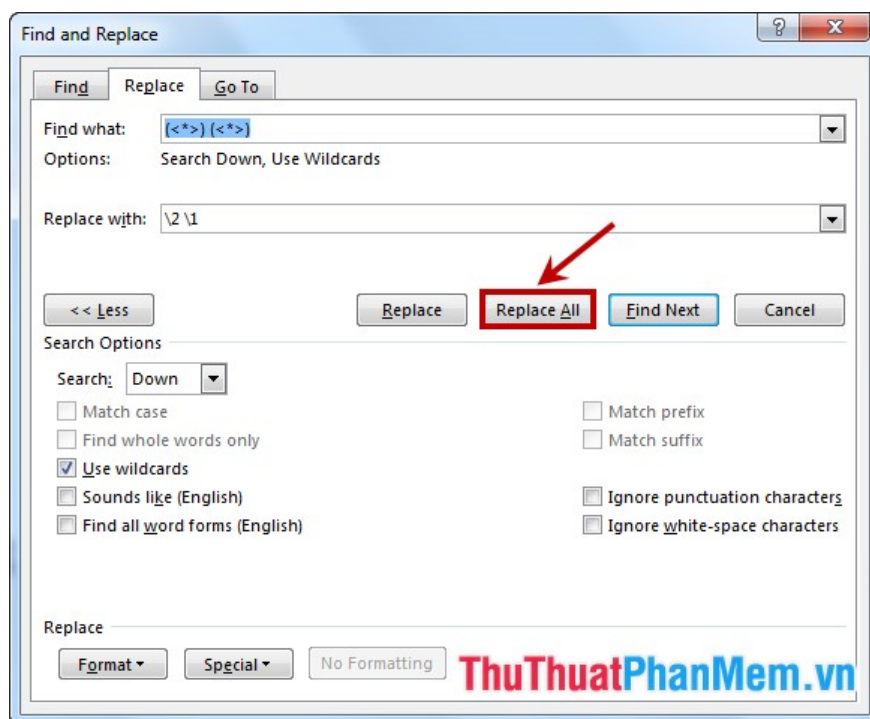
Asterisk * replaces any number of characters.

(3) - In the **Replace With** box, you enter 2 1 between 2 and 1 is a space.

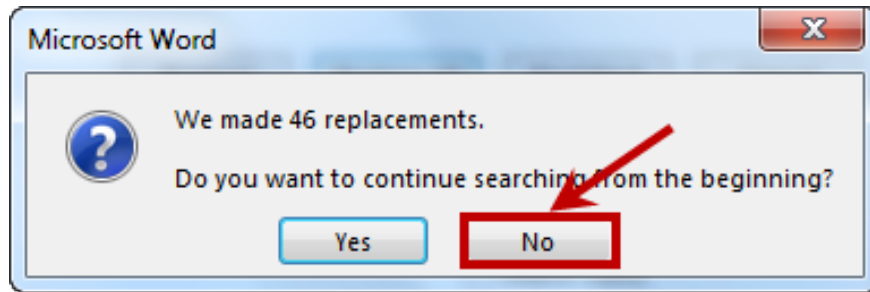
The trailing slash comes with digits that indicate the order of the string in curly braces.



Step 5: After setting up, select **Replace All** to reverse the position of words.



A small message confirms you want to expand across the text? You choose **No** to refuse.



Thus, with the trick of using **Wildcard** in **Replace**, you can reverse the position of words in Word. You can learn more to use this feature more flexibly, it will help you arrange the words as you want, not stop at reversing the position of words in Word. Good luck!

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