

Tutorial for Word 2016 (Part 5): Use Find and Replace

When working with a long document, it will be very difficult and will certainly take a lot of time to find a specific word or phrase. Word can automatically search your document using the Find feature and it allows you to quickly change words or phrases using the Replace feature.

Introduce Find and Replace

When working with a long document, it will be very difficult and will certainly take a lot of time to find a specific word or phrase. Word can automatically search your document using the **Find** feature and it allows you to quickly change words or phrases using the **Replace** feature.

Refer to the video below to learn more about how to use Find and Replace:

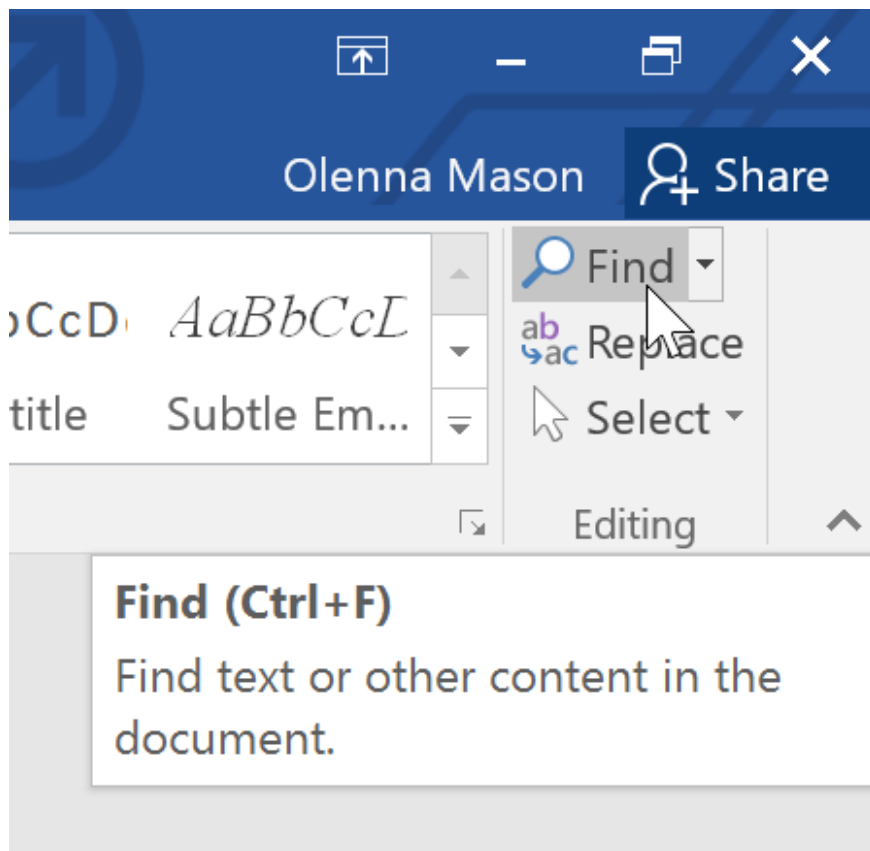
In addition, you can refer to the Complete Guide of Word 2016 (Part 1, 2 and 3) here:

1. Complete guide Word 2016 (Part 1): Familiarize yourself with the Ribbon interface
2. Complete guide Word 2016 (Part 2): Get familiar with OneDrive, create, save and share documents
3. Word 2016 Complete Guide (Part 3): Get familiar with basic text manipulation
4. Full Word tutorial 2016 (Part 4): Formatting text

1. Find text

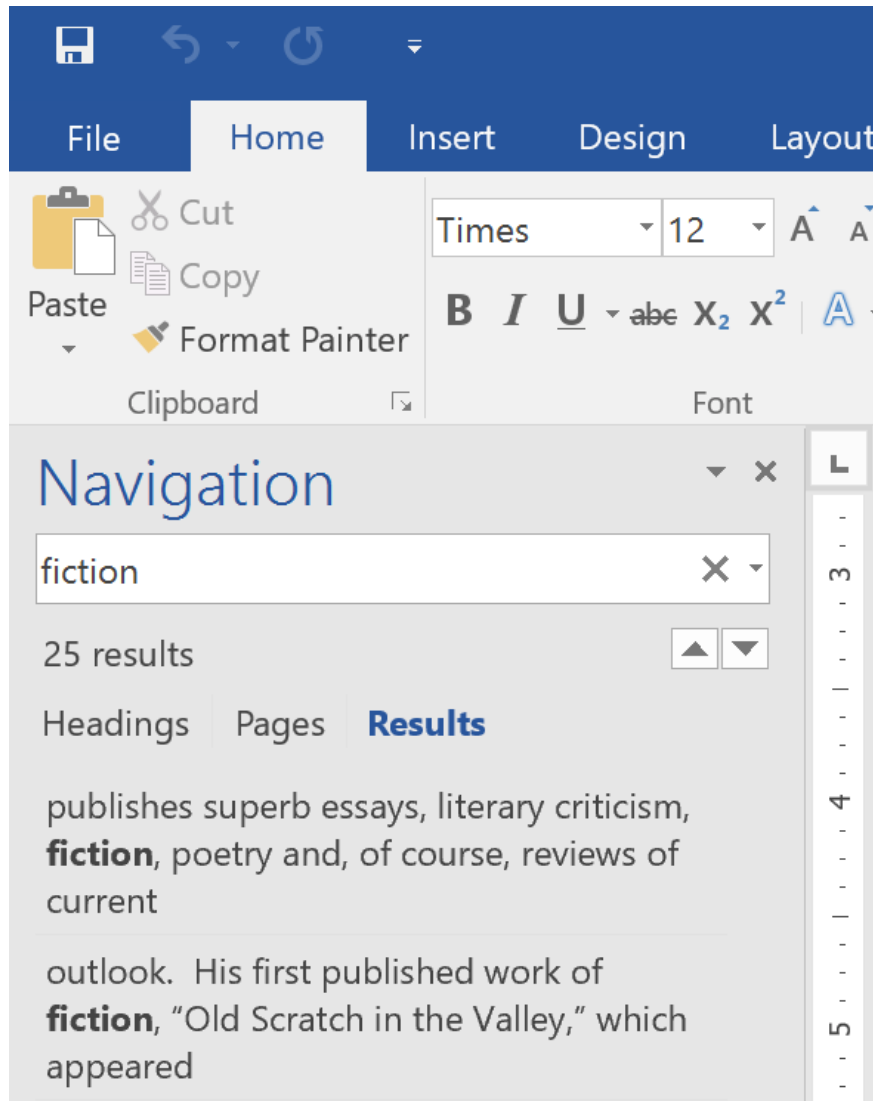
In the example below, we write an academic report and use the **Find** command to find all the objects of a particular word.

1. From the **Home tab** , click the **Find** command. Alternatively, you can press **Ctrl + F**.

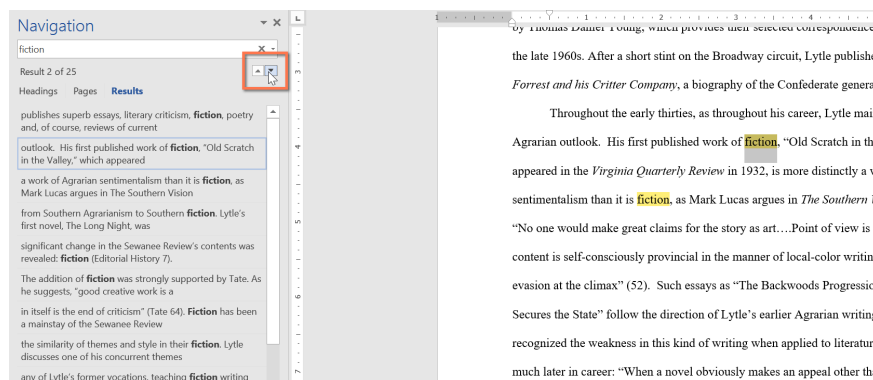


2. At this time, there is a navigation panel on the left side of the screen.

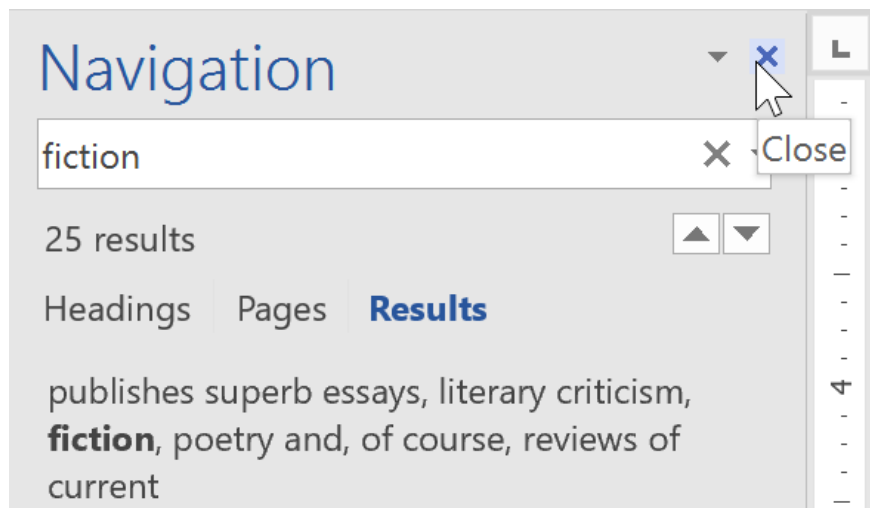
3. Enter the text (words or phrases) you want to find in the box at the top corner of the navigation panel. In the example below you can see the keyword we searched for in the document:



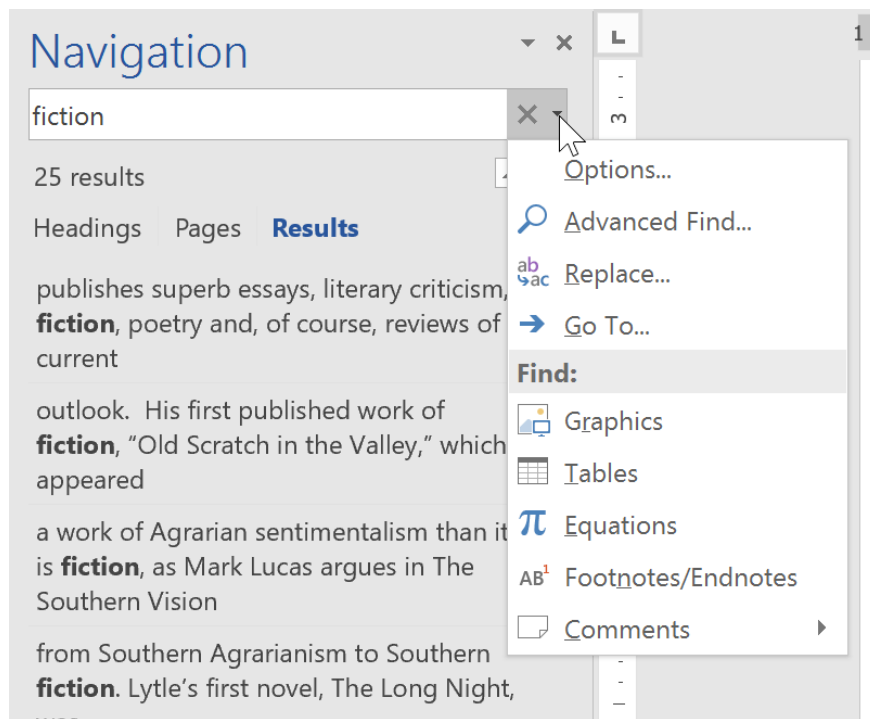
4. If the text (word or phrase) you find is found in the document, it will be highlighted in yellow and a preview of the results will be displayed on the navigation pane. Or alternatively you can click on each search result one of the results under the arrow to jump to that word or text.



5. After finishing, click on the **X** icon to close the navigation pane. The highlighted text will disappear.



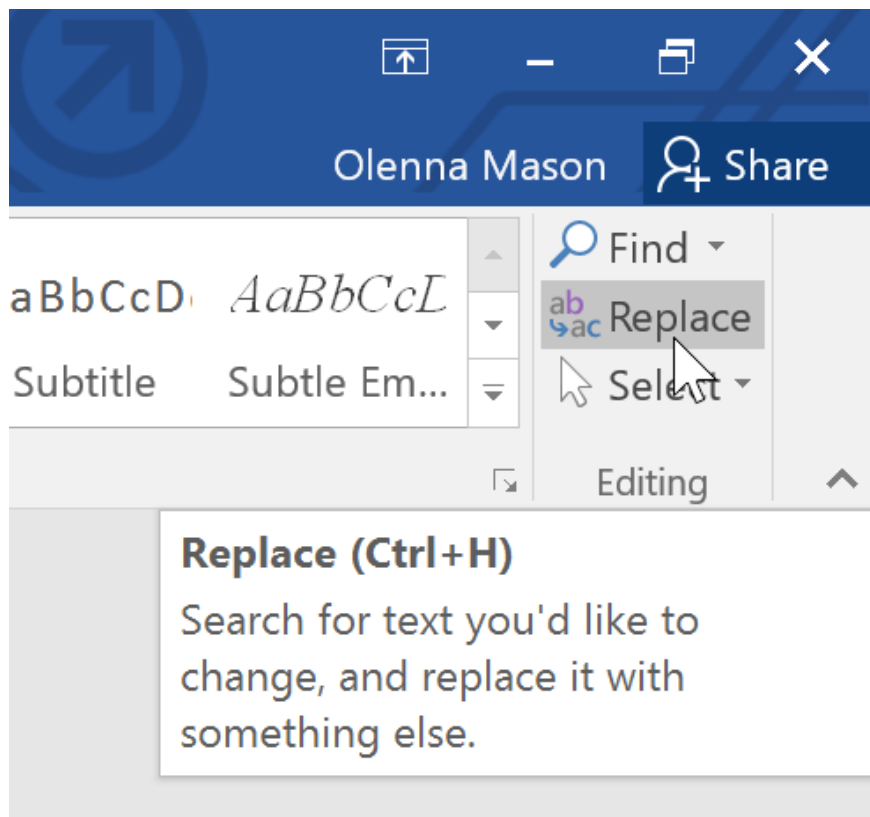
- To display more search options, click the drop-down arrow next to the **Search** box.



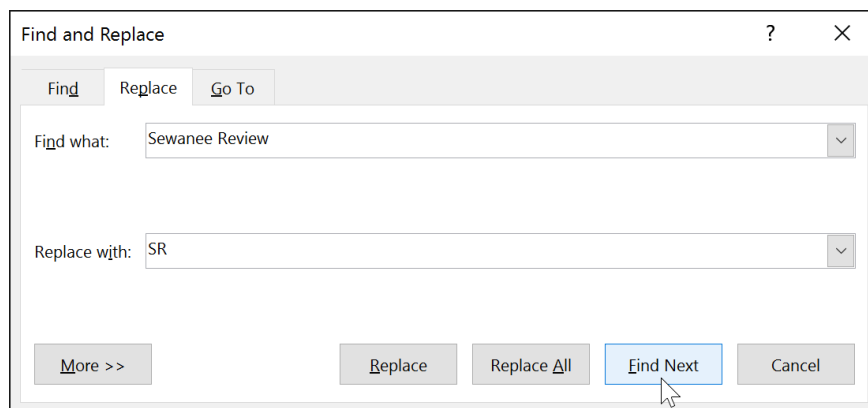
2. Replace the word or phrase

Sometimes in some cases you find that you have made many repeated errors throughout the document - such as spelling your name must be capitalized or you need to change a word or phrase with another word or phrase. You can then use the **Find and Replace** feature in Word to quickly manipulate. In the example below we use **Find and Replace** to change the name of a journal, so it is abbreviated.

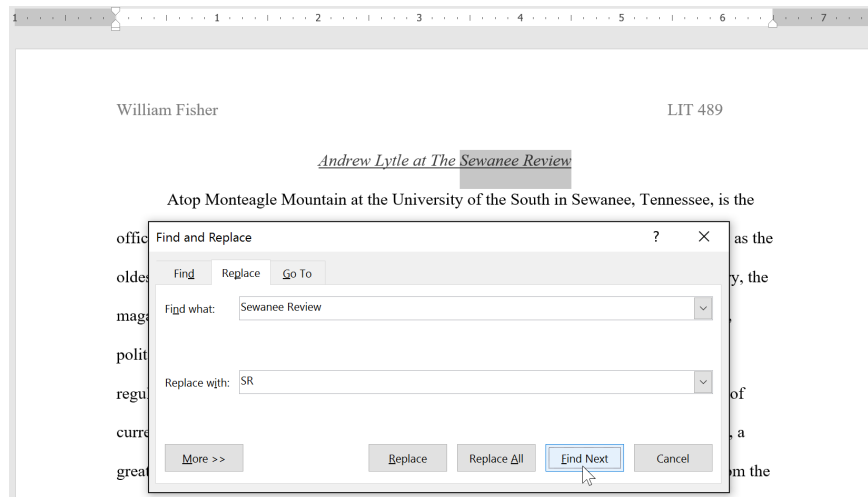
1. From the **Home tab** , click the **Replace** command. Alternatively, you can press **Ctrl + H**.



2. At this time, the **Find and Replace** dialog box will appear.
3. Enter the word or phrase you want to find in the "**Find what:**" box.
4. Enter the word or phrase you want to replace into the "**Replace with:**" frame. Then click **Find Next**.

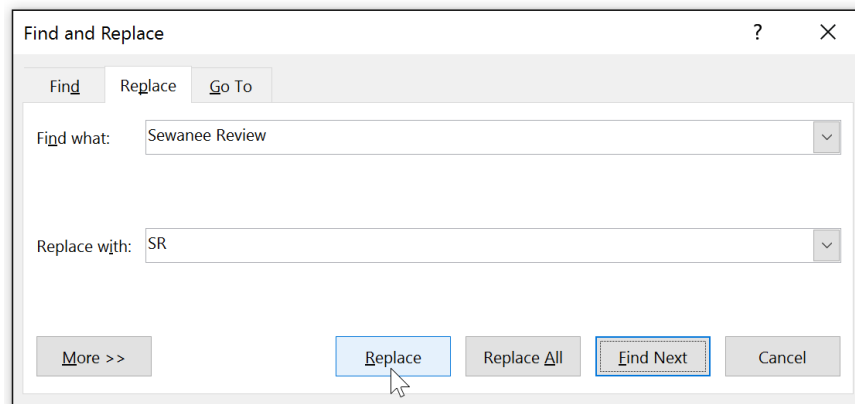


5. Word will find the word or phrase you entered in the "**Find what:**" box and mark the word or phrase in gray on the document.
6. Review the word or phrase you want to replace. In the example below, the phrase we searched for was part of the title of the article and so we didn't need to replace it. Click on **Find Next** again to switch to other objects.



7. If you want to change a word or phrase, you can click **Replace** to change each word or phrase. Or alternatively you can click **Replace All** to replace all objects of the word or phrase throughout the document.

Atop Monteagle Mountain at the University of the South in Sewanee, Tennessee, is the office of *The Sewanee Review*. Founded in 1892, the *Sewanee Review* (SR) has never missed an issue, distinguishing it as the oldest continuously published quarterly review in the United States. For its first half-century, the magazine existed as a general journal of the Humanities, featuring

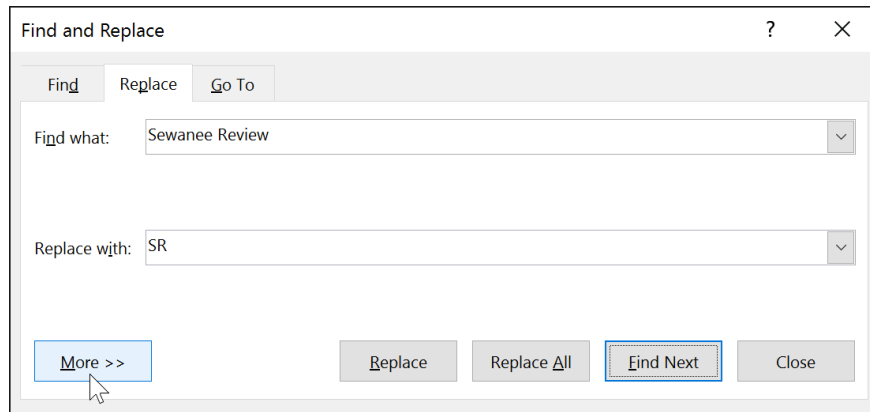


8. Those words or phrases will be replaced.

current books. This shift in tone was facilitated expressly by the editors of the t
great deal of the magazine's continued excellence has depended on its editors, v
SR would not have been able to solicit and select the excellent writers that have
pages during these past decades. For the last seventy-six years, the office of the

9. After finishing, click **Close** or **Cancel** to close the dialog box.

- To display more search options, click **More** in the **Find and Replace** dialog box. Here you can set up additional search options such as Match Case or Ignore Punctuation.



You can refer to some of the following articles:

1. 8 tips on handling columns in Microsoft Word
2. Create a quick dot (.....) line in Microsoft Word
3. Enter the serial number and the automatic initial character MS Word

Good luck!

You finished reading the article "**Tutorial for Word 2016 (Part 5): Use Find and Replace**" edited by the [TipsMake](#) 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.