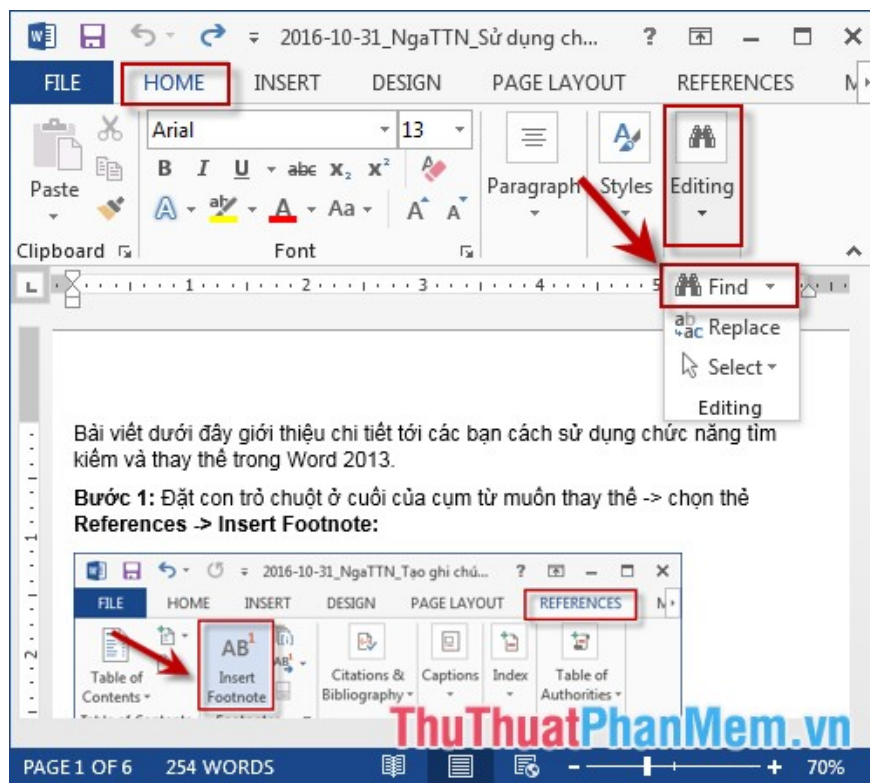


# Use the search and replace function in Word

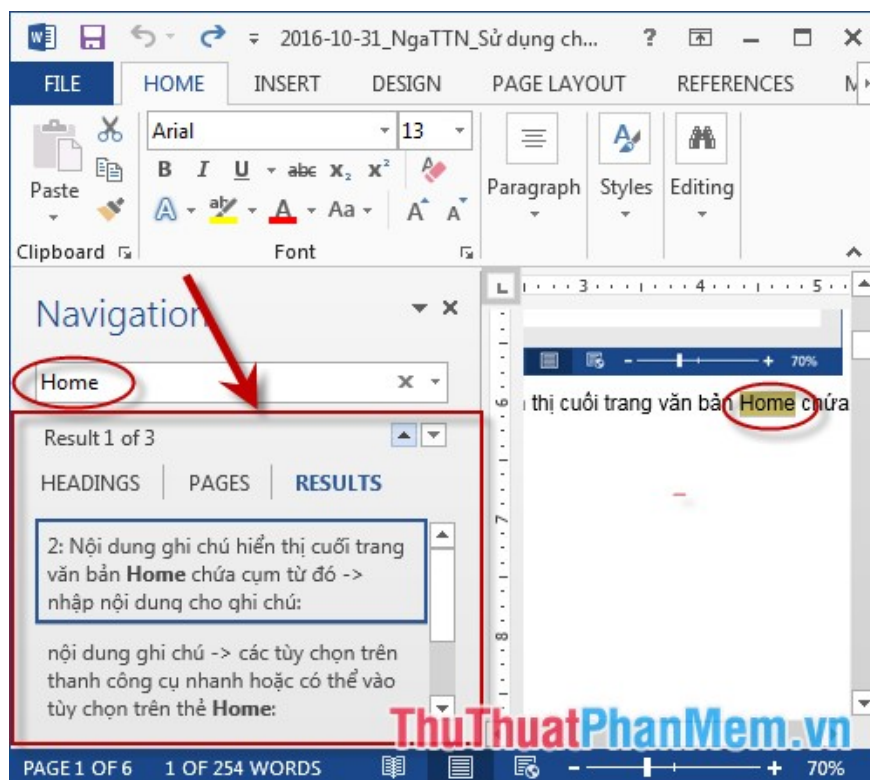
Introduce how to use the search and replace functions in Word. Step 1: Go to tab Home - Editing - Find (or press Ctrl + F)

The following article introduces you in detail how to use the search and replace function in Word.

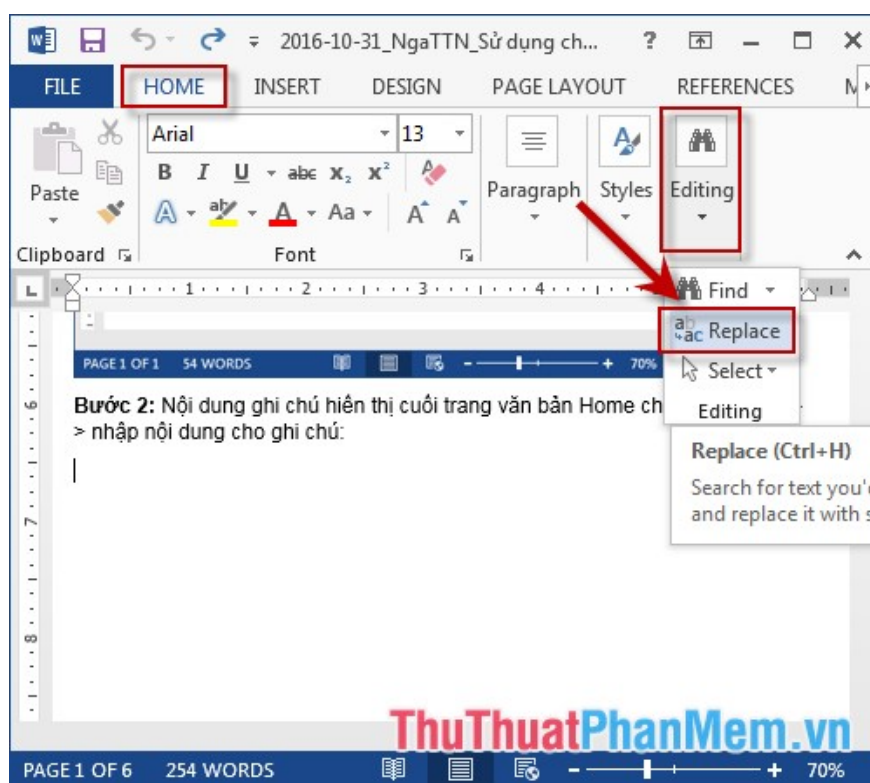
**Step 1: Go to the Home tab -> Editing -> Find (or press Ctrl + F):**



**Step 2: Navigation** dialog appears enter the search term -> press **Enter** -> display results: the total number of search results and each segment containing the search results (on the left hand side) and display the contents The content contains the search results on the side. Click on the arrow to move between the results:



**Step 3:** After searching the data you want to replace that term with other content -> Go to the **Home** tab -> **Editing** -> **Replace** ( or press **Ctrl + H**):

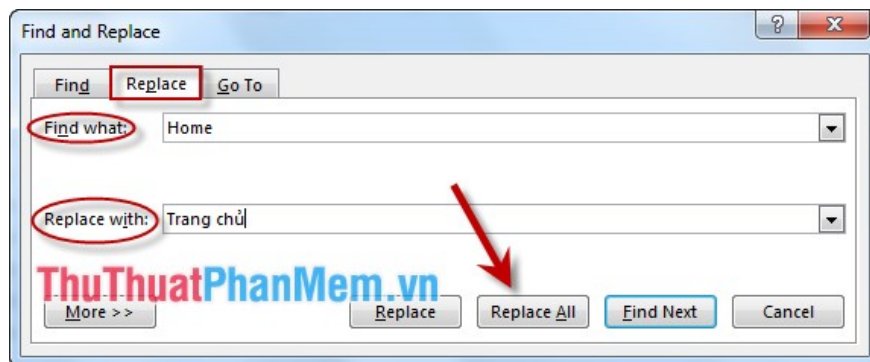


**Step 4:** The dialog box appears:

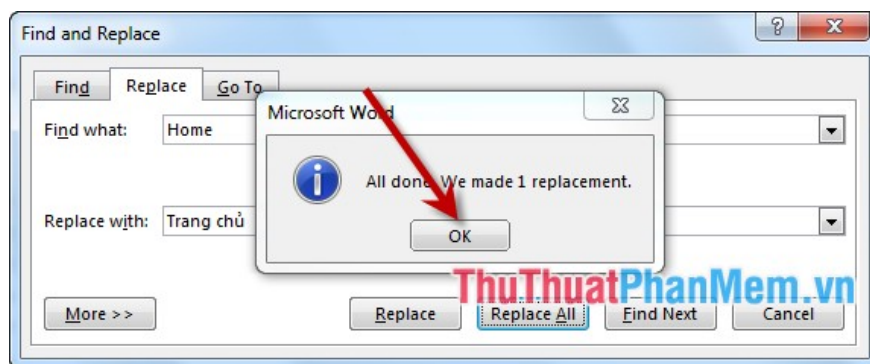
+ **Find What:** Enter the search terms you want to replace.

+ **Replaced with:** Enter the content to replace the searched word.

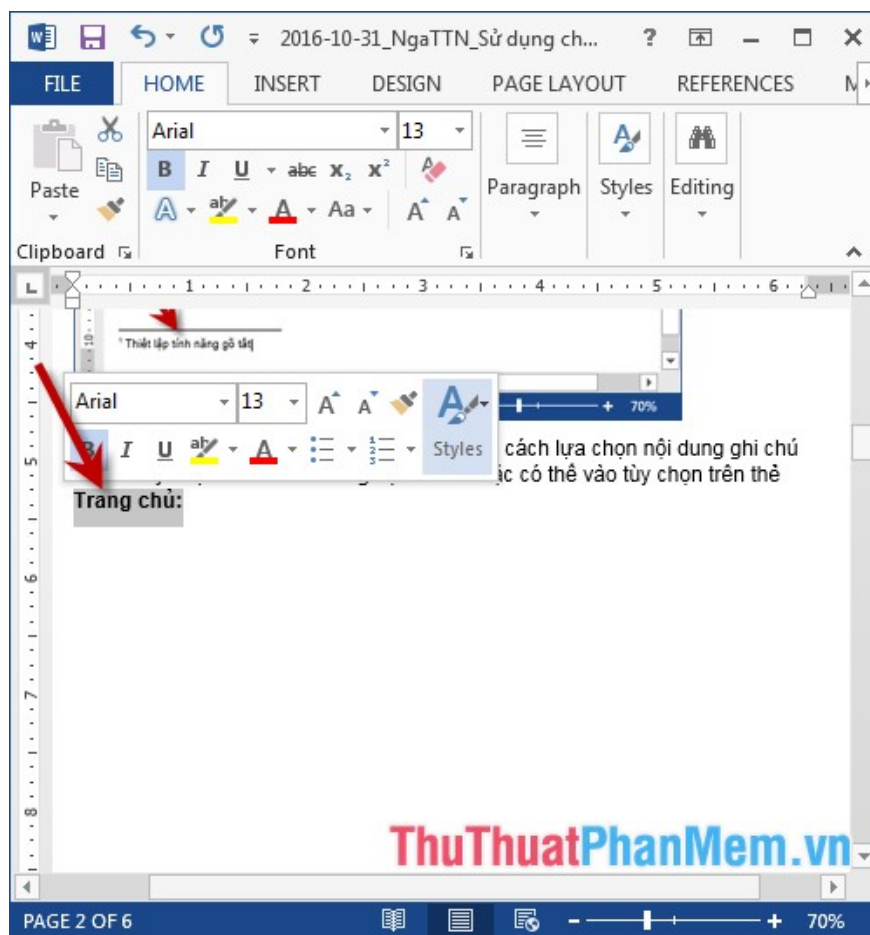
Click **replace All** to replace all the phrases in the text with the replacement phrase or select **Replace** to replace each position, for example, here replace the whole -> click **Replace All**:



**Step 5:** Dialog box showing the position number has been replaced -> click **OK** -> **Close** to close the dialog box:



- Results from **Home** in the text are replaced by the word **Home**.



- Note the position is calculated to replace starting from the current cursor position.

Above is a detailed guide on how to use the search and replace function in Word.

Good luck!

You finished reading the article "**Use the search and replace function in Word**" 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.