

Concepts Review

True/False Questions

Each of the following statements is either true or false. Indicate your choice by circling T or F.

- T F 1. You can use keyboard shortcuts to specify formatting in the Find and Replace dialog box.
- T F 2. To find text or formatting, you must have the insertion point at the beginning of the document.
- T F 3. Line spacing and indents are two examples of paragraph formatting that you can specify in the Find what or Replace with text boxes.
- T F 4. The question mark represents a special character code used to search for any character.
- T F 5. You use the Match case option to specify only uppercase when finding or replacing text.
- T F 6. The keyboard command to find text is **Ctrl**+**H**.
- T F 7. The Undo command undoes all replacements made if you used the Replace All option.
- T F 8. You can use the Find command to search either selected text or an entire document.

Short Answer Questions

Write the correct answer in the space provided.

1. What is the special character code for a paragraph mark?

2. Which button can you use to continue a find operation when the Find and Replace dialog box is closed?

3. With the insertion point in the Find what text box, how do you move to, and automatically highlight the contents of, the Replace with text box?

4. Which Find option do you use to locate a specific word rather than all occurrences of the text string?

5. If the insertion point is in the Find what text box, what is the shortcut to insert text for which you previously searched?

UNIT 2 Paragraph Formatting, Tabs, and Advanced Editing

6. How do you clear previous formatting when it appears below the text boxes in the Find and Replace dialog box?

7. Which button expands the Find and Replace dialog box to show more options, and which button reduces the dialog box to make it smaller?

8. Which option, Replace or Replace All, allows for selective replacement of text?

Critical Thinking



Answer these questions on a separate page. There are no right or wrong answers. Support your answers with examples from your own experience, if possible.


1. Click the Start button, and click the link for Windows **Help and Support**. In the Search Help text box, key **find files** and press **Enter**. Read the information about finding files and folders. Create a document to summarize the facts. Be sure to include the instructions for finding a file that contains specific text as well as files created on a particular date.
2. The Replace All option can be very useful. It can also lead to occasional problems if you have not thought through a specific replace all operation. After you experiment with the feature, describe some precautions you would suggest for the use of replace all.

Skills Review

Exercise 7-12


Find and replace text.

1. Open the file **Walk - 2**.
2. Use the Find command to locate the text “8 a.m.” by following these steps:
 - a. Position the insertion point at the beginning of the document, and click the **Home** tab. Click the Find button .
 - b. Key **8 a.m.** in the **Search Document** text box. The document highlights the search string, and the sentence containing the highlighted text appears in the Navigation Pane. If the text does not appear highlighted in the document, click the button that resembles a magnifier  if necessary to begin the search.
 - c. Edit the found text to read **8:30 a.m.** Close the Navigation Pane.

3. Change the text “walk-a-thon” to “Walk-a-Thon,” using the Replace command, by following these steps:
 - a. Move the insertion point to the beginning of the document. Click the **Home** tab, and click the Replace button .
 - b. Key **walk-a-thon** in the **Find what** text box, press **[Tab]**, and key **Walk-a-Thon** in the **Replace with** text box.
 - c. Expand the dialog box by clicking **More**. Click **No Formatting** if necessary.
 - d. Click **Less** to reduce the size of the dialog box, and drag the dialog box to the bottom of the screen.
 - e. Click **Find Next**, and then click **Replace**. Click **Replace** until Word reaches the end of the document. Click **OK**, and close the dialog box.
4. Change the date, using the Replace command, by following these steps:
 - a. Position the insertion point at the beginning of the document, and press **[Ctrl]+[H]**.
 - b. Key **May 1** in the **Find what** text box.
 - c. Press **[Tab]** and key **April 25** in the **Replace with** text box.
 - d. Click **More** to expand the dialog box, and click any checked search options to deselect them.
 - e. Click **Replace All**. Click **OK** and close the dialog box.
5. Replace the text “Education Fund” with “Outreach Program.”
6. Move to the top of the document, and format the first line with 72 points spacing before. Edit the text to read “**Put on your walking shoes—Become a Friend of the Library Outreach Program!**”
7. Format the first line of text as 14-point bold and small caps.
8. Move to the end of the document, and format “Campbell’s Confections” as bold italic. Copy the formatting to the text “Chamber of Commerce” located below the address.
9. Spell-check the document.
10. Save the document as *[your initials]7-12* in your Lesson 7 folder.
11. Submit and close the document.



REVIEW

To format “Campbell’s Confections,” select the formatted text, click the Format Painter button , and then select “Chamber of Commerce.”





Exercise 7-13

Replace special characters and delete text.

1. Start a new document.
2. Key the text shown in Figure 7-11 on the next page, using single spacing and 0 points spacing after. When keying the hyphens, do not insert space characters before or after the hyphen.

Figure 7-11




Campbell's Confections
 Chocolate Factory Hours
 September, April, May, June
 Monday-Saturday
 9 a.m.-4 p.m.
 Winter Schedule
 October 1 through March 31
 Monday-Friday
 9 a.m.-3 p.m.
 For more information, call 724-555-2025

3. Center the entire document horizontally, and change the font to Arial.
4. Change the first line to 16-point bold and the last line to bold italic. Apply bold and small caps format to the second line.
5. Replace special characters by following these steps:
 - a. Position the insertion point at the end of the document, click the **Home** tab, and click the Replace button . Click **More** to expand the dialog box, if it is not already expanded.
 - b. Key a hyphen in the **Find what** text box.
 - c. Press  to move to the **Replace with** text box.
 - d. Click the **Special** button and choose **En Dash**.
 - e. Choose **Up** from the **Search** drop-down list, and clear any search options that are selected.
 - f. Click **Less**, and then click **Find Next**. Do not replace the hyphens in the telephone number.
 - g. Click **Find Next** and click **Replace** to replace the hyphen in the time.
 - h. Continue replacing hyphens until you reach the beginning of the document.
 - i. Click **OK** and close the dialog box when the search is complete.
6. Use the Replace feature to delete text by following these steps:
 - a. Position the insertion point at the top of the document, and press .
 - b. Key **Winter Schedule** in the **Find what** dialog box.
 - c. Expand the dialog box and clear any formatting.
 - d. Delete any text or formatting in the **Replace with** text box.
 - e. Select **All** for the **Search** direction.
 - f. Click **Replace All** to delete the text. Click **OK** and close the dialog box.
7. Undo the replacement by clicking the Undo button  on the Quick Access Toolbar.
8. Change the spacing after to 12 points for the entire document. Change the spacing before for the first line to 72 points.

9. Spell-check the document.
10. Save the document as *[your initials]7-13* in your Lesson 7 folder.
11. Submit and close the document.

Exercise 7-14

Delete special characters, replace text, and replace formatting.

1. Open the file **OH Hours**.
2. Use the Replace command to delete all tabs by following these steps:
 - a. Position the insertion point at the beginning of the document, and click the Replace button .
 - b. Key **^t** (the code for a tab character) in the **Find what** text box, and clear existing formatting.
 - c. Delete any text in the **Replace with** text box, and clear existing formatting and search options. Change the **Search** direction to **All**.
 - d. Click **Replace All**, click **OK**, and click **Close**. Notice the change in the tabbed columns.
3. Undo the replacement.
4. Replace the em dash (—) with the word “to,” by following these steps:
 - a. Press **Ctrl+H**.
 - b. Delete text or formatting that appears in the **Find what** text box. Click **More** to expand the dialog box. Click the Special button , and click **Em Dash**.
 - c. In the **Replace with** text box, press **Spacebar**, key **to**, and press **Spacebar**.
 - d. Click **Replace All**. Click **OK** and click **Close**.
5. Replace the underline format with bold format by following these steps:
 - a. Press **Ctrl+H**.
 - b. Delete text or formatting that appears in the **Find what** text box. Click **More** to expand the dialog box. Press **Ctrl+U**. “Underline” should display under the Find what text box.
 - c. Tab to the **Replace with** text box, delete text or formatting, click the Format button , and click **Font**. Click the down arrow for the Underline Style drop-down list, and click **(none)**. Select **Bold** and **Small caps** formatting. Click **OK**.
 - d. Click **Replace All**. Click **OK** and click **Close**.
6. Change the heading of the document to 14 points with 72 points spacing before. Change the line spacing for all the tabbed text, including the tabbed heading, to double spacing.
7. Save the document as *[your initials]7-14* in your Lesson 7 folder.
8. Submit and close the document.



NOTE

If you do not change the Underline style to “(none),” Word will keep the underline style when it replaces the formatting.



Exercise 7-15

Replace character and paragraph formatting.

1. Open the file **Homecoming**.
2. Format the first page of the document as a memo. Key the memo heading information as shown in Figure 7-12. Add your reference initials and an attachment notation

Figure 7-12

MEMO TO: Robert Smith
FROM: Thomas Campbell
DATE: May 30, 20--
SUBJECT: Homecoming Dates

3. Find and replace special characters by following these steps:
 - a. Position the insertion point at the top of page 2, and open the Find and Replace dialog box with the **Replace** tab selected.
 - b. Delete existing text in the **Find what** text box, and clear all search options and formatting. Expand the dialog box, and click the Special button  and click **Manual Line Break**.
 - c. Tab to the **Replace with** text box, and delete all text and formatting. Click the Special button  and click **Paragraph Mark**. (Notice that “^p” should appear in the Replace with text box.)
 - d. Change the search direction to **Down** and click **Replace All**. When Word reaches the end of the document, click **No** to end the task. Close the Find and Replace dialog box.
4. Find and replace character formatting by following these steps:
 - a. Position the insertion point at the top of page 2, and open the Find and Replace dialog box with the **Replace** tab selected.
 - b. Delete existing text in the **Find what** text box, and clear all search options and formatting. Press **Ctrl+U** to specify underline formatting.
 - c. Tab to the **Replace with** text box, and delete all text. Click the **Format** button and choose **Font**.
 - d. In the Replace Font dialog box, choose **Bold Italic** and set the **Underline style** to **(none)**. Click **OK**.
 - e. Change the search direction to **Down** and click **Replace All**. When Word reaches the end of the document, click **No** to end the task. Close the Find and Replace dialog box.

5. Find and replace paragraph formats by following these steps:
 - a. Place the insertion point before the text “*Allegheny College*” on page 2, and open the Find and Replace dialog box with the **Replace** tab selected.
 - b. In the **Find what** text box, enter two paragraph mark codes by keying **^p^p** or by using the **Special** button. Clear all search options and formatting.
 - c. In the **Replace with** text box, clear any text, formatting, and search options. Enter one paragraph mark code (^p).
 - d. Click the **Format** button and choose **Paragraph**. Set **Spacing After** to 6 points (**6 pt**) and click **OK**.
 - e. Click **Less** and then click **Find Next**. Replace the formatting on page 2 only. Close the dialog box.
6. Format the title on page 2 (“Homecoming Events”) as 14-point bold, uppercase, and centered. Change the spacing after to 24 points and delete the blank paragraph mark below the title. Format all the text below the title with a 2.25-inch left indent.
7. Spell-check the memo portion of the document.
8. Save the document as *[your initials]7-15* in your Lesson 7 folder.
9. Submit and close the document.

Lesson Applications

Exercise 7-16

Replace text and character formatting.

1. Open the file **Chocolate - 3**.
2. Format the document as a memo to “Store Managers” from Thomas Campbell. Use today’s date. The subject is “Chocolate Terms.”
3. Replace the text “cocoa bean” with **cacao bean** throughout the document.
4. Replace the italic formatting of the chocolate terms with bold, small caps formatting. Check the format options under the Replace with text box. (It should read “Bold, Not Italic, Small caps, Not All caps.” Press **Ctrl+I** to turn off italic format if necessary.) Make sure no search options are checked before you begin replacing.
5. Add your reference initials to the document.
6. Save the document as **[your initials]7-16** in your Lesson 7 folder.
7. Submit and close the document.



REVIEW

Remember to remove all formatting from previous search and replace actions.



TIP

The Small caps check box and all the other check boxes in the Find and Replace Font dialog boxes initially appear shaded. Click the Small caps check box once to select it.

Exercise 7-17

Find and replace text, special characters, and formatting.

1. Open the file **Holiday**. Format the document as a memo to “Store Managers” from Thomas Campbell. Use the current date, and the subject is “Holiday Sales.”
2. Key the text in Figure 7-13 below the subject line.

Figure 7-13

The table below lists the most ^{popular} items sold ^{during} for our busiest holidays by state. We compiled the ^{results} ~~numbers~~ using sales from the ③-week period preceding each holiday. ^{ff} If you would like a breakdown by individual stores, let me know. We will use these figures to determine our production schedules. ^{for next year} If you have any comments regarding this information, please call me.

3. Replace the text “chocolate suckers” with **Halloween favors**.
4. Replace the 3 points spacing after paragraph formatting with double spacing.
5. Replace all bold formatting with blue underline, small caps, and blue font color formatting.
6. Format the first line of text in the document with 72 points of spacing before the paragraph.
7. Add your reference initials, and spell-check the document.
8. Save the document as *[your initials]7-17* in your Lesson 7 folder.
9. Submit and close the document.

Exercise 7-18

Find and replace text and formatting.

1. Open the file **Club - 2**.
2. Alphabetize the list that begins “milk chocolate–covered nuts” through “three-tier.”
3. Copy the text “CC Chocolate Club” and paste the text at the beginning of the document. Press **Enter**.
4. Replace the text “CC Chocolate Club” with “Campbell’s Confections’ Chocolate Club.”
5. Replace the single-spaced paragraph format with 12 points spacing after (12 pt) and .25 first-line indent.
6. Replace all hyphens with an en dash.
7. Format the list beginning with “caramel” through “truffles” as a bulleted list.
8. Format the first line of the document as a title—uppercase, bold, 14 points, center alignment, and no indent. Apply 72 points spacing before and 24 points spacing after.
9. Add a page border to the document. (Open the Borders and Shading dialog box, and click the **Page Border** tab. Click **Box** under setting, and choose a geometric pattern located near the bottom of the **Art** drop-down list. Select an appropriate width and color.)
10. Spell-check the document.
11. Save the document as *[your initials]7-18* in your Lesson 7 folder.
12. Submit and close the document.

Exercise 7-19 ♦ Challenge Yourself

Find and replace text, special characters, and formatting.

1. Open the file **Agenda**.
2. Replace each single paragraph mark with 12 points spacing after (**12 pt**).
3. Find the text “PM” and replace it with **p.m.** Include the **Match case** option.
4. Find the text “AM” and replace it with **a.m.**
5. Replace italic formatting with 12-point bold and small caps formatting.
6. Replace each hyphen (-) with an em dash.
7. Use the Replace command to format all session numbers (Session 1, Session 2, etc.) with italic format by using the wildcard “?”
8. Center the three-line title, and apply 16-point bold and small caps formatting. Add 48 points of spacing before the first line and 24 points of spacing after the third line of the heading. Apply a bottom border to the third line of the title.
9. Format “Agenda” with center alignment, 14 points, bold, and small caps.
10. Save the document as *[your initials]7-19* in your Lesson 7 folder.
11. Submit and close the document.



TIP

Click in the Find what text box. Key “Session”; press **[Spacebar]**; click Special; and choose Any Character, that is, “Session ^?”.

On Your Own

In these exercises, you work on your own, as you would in a real-life business environment. Use the skills you have learned to accomplish the task—and be creative.

Exercise 7-20

Key a song lyric you know, preferably one with a repetitive chorus. Copy the lyric, and paste it below the original. In the copy of the lyric, find an important word that is used repeatedly in the lyric and replace it with its opposite. Save the document as *[your initials]7-20* and submit it.

Exercise 7-21

Write a summary about a book you recently read using paragraph default settings. Replace the 10-point spacing after paragraph setting with 12-point spacing after. Replace the 1.15 line spacing with single spacing. Replace any occurrence of two spaces with one space. Save the document as *[your initials]7-21*. Submit the document.

Exercise 7-22

Use the Help feature to explore additional Find and Replace features. Create a document to explain the following Search options:

- Find all word forms
- Match prefix
- Match suffix
- Ignore punctuation characters
- Ignore white-space characters

Provide examples for each option. Save the document as *[your initials]7-22* and submit it.