**Tutorial F4 Using Find and Replace (18 points)**

1. What tab should you be on initially to access the Find feature?

1. Next, go to the \_\_\_\_\_\_\_\_\_\_\_\_ hand side of the ribbon and find the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ group. Now, go ahead and select the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ button. This will open up the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ pane.

1. Show me please where the Find button is below:
2. Type in the “find \_\_\_\_\_\_\_\_\_\_\_\_\_\_ box, the word you want the document to search for.

1. After clicking the find \_\_\_\_\_\_\_\_\_\_\_ button, you can find that word \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your document.

1. If you wish to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a word, you can do it in the pane or select the \_\_\_\_\_\_\_\_\_\_\_\_\_ button.

1. Please circle the find and replace buttons below:



1. When using replace, you will first tell Publisher what word you are looking for, and then you will tell Publisher what \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ you want it replaced with. Click \_\_\_\_\_\_\_\_\_\_\_\_\_\_ next.

1. Publisher has found that word, now you can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that word, or you can decide to replace \_\_\_\_\_\_\_\_\_\_\_\_, which means that anytime Publisher finds this word, it will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ it.

1. Can you pick and choose which words Publisher replaces?