Find and Replace Computer Applications

**Overview**
Word offers several options for locating specific content in your document. You can search for and replace items such as text, images, captions, bookmarks, or certain types of formatting such as paragraphs or page breaks.

**Instructions**

1. Open find\_replace.doc on the class web site.
2. Find and replace the following words:



citizens > people

Mount Carmel Area School District > MCASD

notable > famous

mathematics > math

Mount Carmel Area High School > MCAHS

District > MCA

Department of Transportation> DoT

Pennsylvania > PA

modern > contemporary

1. Find the following words and use the thesaurus

to replace them.

requirements

transfer

activities

casual

achievement

decline

magnificent

neighboring

built

incorporated

completed

comprised

1. Insert a header that contains your name and period number.
2. Save as REPLACE.