



MISSISSIPPI STATE UNIVERSITY™ EXTENSION

Center for Technology Outreach

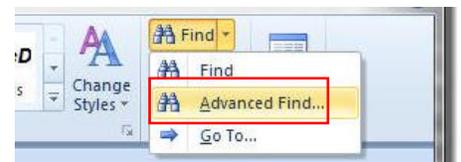
How to Search and Replace Text in a Word Document

Microsoft Word allows you to search and replace text in a document with little effort. If you have a word that may have been used often in a document and you would like to replace it with another word, you can quickly change the word using the search and replace shortcut.

Search for Specific Text

Step 1: Open the Microsoft Word document.

Step 2: On the **Home** tab, left-click on drop down arrow by **Find** in the Editing group



Step 3: Left-click on **Advanced Find**

Step 4: Type the word you are looking for in the **Find what** field

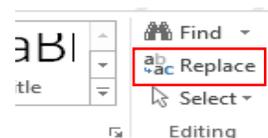


Step 5: Left-click **Find Next**. The word will be highlighted everywhere it appears in the document.

Search and Replace Text

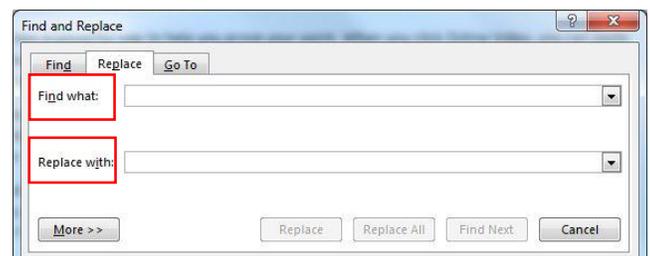
Step 1: Open the Microsoft Word document.

Step 2: **Home** tab in the Editing group, left-click **Replace**.



Step 3: In the **Find what** field, type the word you are searching for.

Step 4: In the **Replace with** field, type the word to replace the old word with.



Hint: You can leave Replace with field blank if you choose not to replace the word with another word.

Step 5: To replace the word one at a time, left-click **Replace**.

Step 6: To replace the words at the same time, left-click **Replace All**. Replace All, will replace the old word everywhere it appears with the new word.