

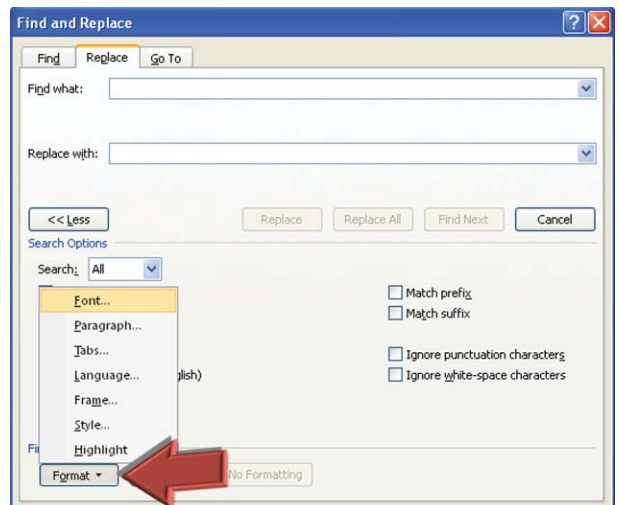
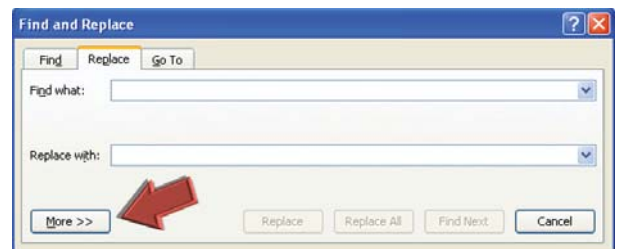
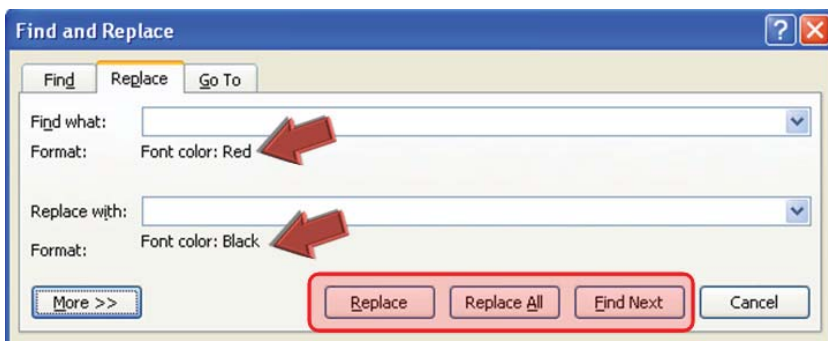
Microsoft Minute

Word – Advanced Find & Replace

Many people have used Word's Find & Replace tool to work with replacing words, but it contains many more options. You can use it to work with non-printing characters like manual line breaks and paragraph spacing. It can also work with formatting of text. In the example below, we will find any text that is colored Red and change it to Black.

1. On the far right side of the HOME tab, click the **REPLACE** button.
2. On the **REPLACE** tab, click the **MORE** button to expand more options.
3. Click inside the **FIND WHAT** field then go to the bottom corner and click **FORMAT > FONT**.
4. From the font dialog box select the color red from the **FONT COLOR** list.
5. Click inside the **REPLACE WITH** field and click **FORMAT > FONT**, but this time choose black from the **FONT COLOR** list.
6. Use the navigation buttons to move to the **NEXT** instance of red text and click **REPLACE**. If you want to change all instances of red text, click **REPLACE ALL**.

By Stephen Linton-Smith, ITS



Computer Training

Excel – Level II - 11/4, 9 a.m. - 12 p.m.

Mail Merge - 11/18, 9 a.m. - 11 a.m.

Access - Level I - 11/19, 1:30 - 4:30 p. m.

To sign up for classes, [click here](#).

CLASS DESCRIPTIONS:

<http://www.alachuacounty.us/calendar>