Find, Replace & Correction

Checking and Correcting Documents

Before you print a document, you should check for errors
- Misspellings
- Grammatical errors

You can do the following to help you find and correct the errors
- Finding and replacing words in the document
- Correction tools

Find

To find a word (or more) in the document
1. Click *Home* tab → click *Find* button. [Find ▾]
2. *Find and Replace* dialog box will appear, with *Find* tab selected
3. Type in the word you want to search in *Find what:* textbox.
   - For example, World Cup
4. Click *Find Next* to search. If the word is found, it will be highlighted.

   Setting search options
5. Click *More* >> button, options will appear
   - ***Match case*** will only report the word that is of exact case (uppercase, lowercase)
     - Example: Finding *Hello* will not highlight *hello*.
   - ***Find Whole Words Only*** only matches whole word
   - Example: Finding *soft* will not highlight *Microsoft*.

Find (2)

Search option (cont.)
- **Use Wildcards** — You can use:

*	for any length of any characters
?	for any one character

  Example:

mi*	will match *mix, mitt, mist, Mississippi* i.e. anything that begin with *mi*
mi??	will match *mitt* and *mist* i.e. anything that begin with *mi* follow by exactly two characters

- **Sounds Like** will words that sound the same

- **Find All Word Forms** will find that word and that word in other tenses (verb) or plural (noun) or adjective forms. Example:
  - Finding *go* will match *go, went* and *gone*.
  - Finding *goose* will match *goose* and *geese*.
  - Finding *good* will match *good, better* and *best*.
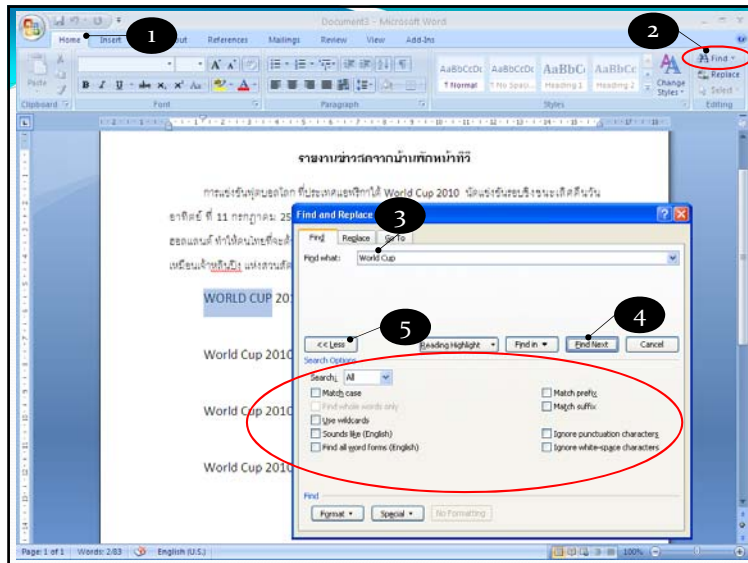
Replace

1. Click *Home* tab → and click *Replace* button
2. *Find and Replace* dialog box will appear, with *Replace* tab selected.
3. Type in the word you want to search in *Find what:* textbox.
   • For example, Pizza Hut
4. Type in the word you want to replace it with in *Replace With* textbox
5. Click *Find Next* button to search for next match
6. Click *Replace* to replace the next match
7. Click *Cancel* to stop the replacing
8. Click *Replace All* to replace all matches in the document
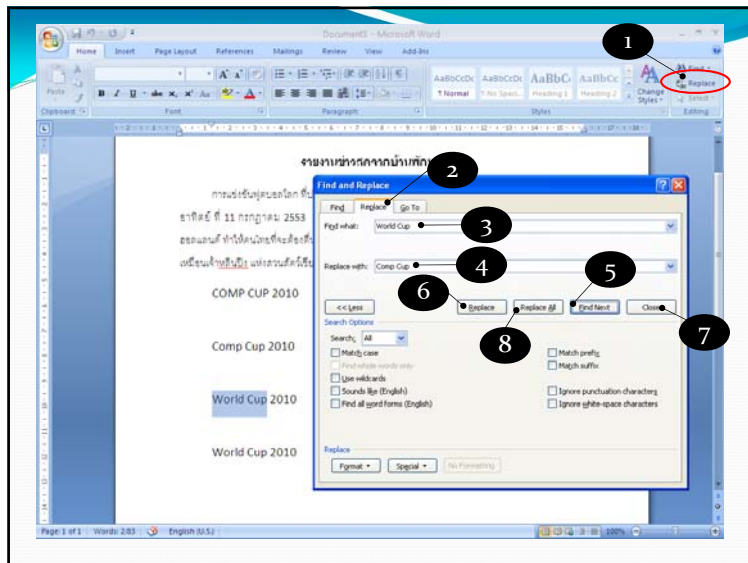
Correction

While you are typing, Microsoft Word 2007 will automatically check for error

• Misspelled word will be highlighted with red squiggly line. Note that the word might be correct, just that Microsoft Word 2007 does not recognize it

<center>mangosteen.</center>

• Incorrect grammar will be highlighted with green squiggly line

To correct the mistake:
1. Right click at the word with squiggly line
2. Pick available corrected choice (verify that it is indeed correct)
3. Corrected word will no longer have squiggly line
4. If you don't want to correct this error, click *Ignore.* Or click *Add to Dictionary* to make sure that Word 2007 will recognize the word next time.

Correction (2)