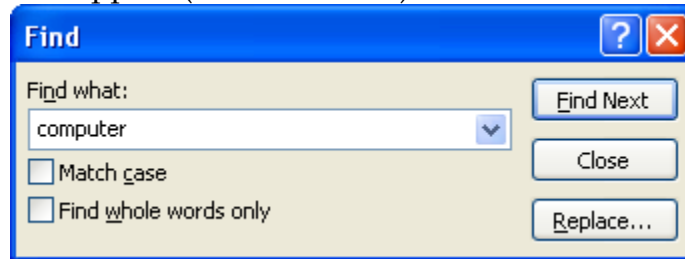

FINDING AND REPLACING TEXT

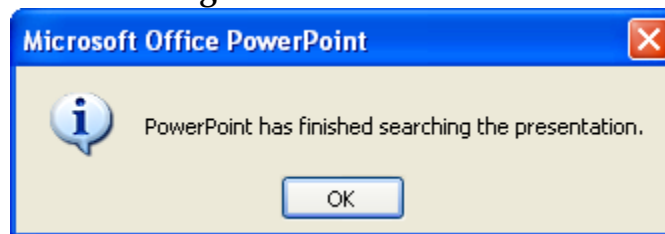
This feature is used to locate text in a document. It is also possible to replace the specified text one time in the document or every time the text appears in the document.

Finding Text

- ❖ Click the **Home Tab**, if necessary.
- ❖ In the **Editing Group**, click the **Find** button.
- ❖ The **Find** dialog box will appear (see illustration).



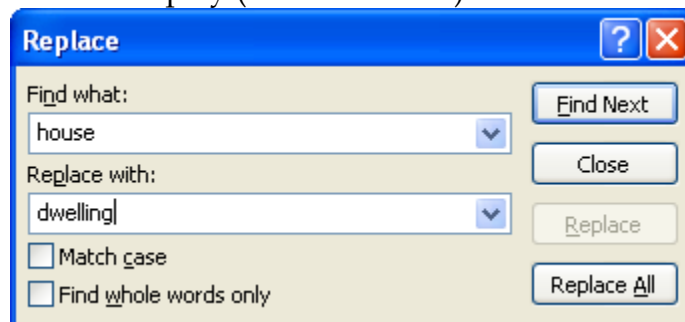
- ❖ In the **Find what** box, enter the text to be searched for.
- ❖ Click the **Match Case** check box if the text is to match the case exactly during the search.
- ❖ Click the **find Whole Words Only** check box to have the program search only words that match the text exactly.
- ❖ Click **Find Next** to find the first occurrence of the word or words.
- ❖ Continue to click **Find Next** until all occurrences of the word have been found.
- ❖ When **Find** has finished searching the document, a dialog box will appear saying that **PowerPoint has finished searching the document**.



- ❖ Click **OK** to exit the dialog box.
- ❖ To cancel a search before it is finished, press the **ESC** key.

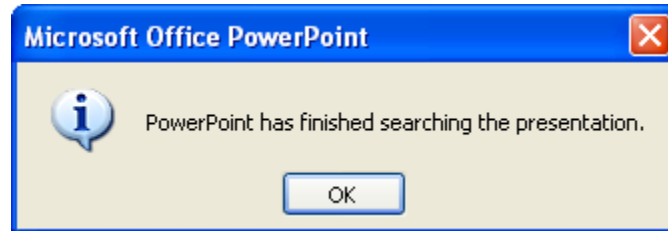
Replacing Text

- ❖ Click the **Home Tab**, if necessary.
- ❖ In the **Editing Group**, click the **Replace** button.
- ❖ The **Replace** dialog box will display (see illustration).



- ❖ In the **Find what** box, enter the text to be found.

- ❖ In the **Replace with** box, enter the text that is to replace the text specified in the **Find What** box.
 - To search for the next occurrence of the text, click **Find Next**.
 - To replace the word that is selected, click **Replace**.
 - To replace all occurrences of the text, click **Replace All**.
- ❖ When **Find** and **Replace** is finished, a message will appear saying **Power Point has finished searching the document**.



- ❖ Click **OK** to close the dialog box.
- ❖ To cancel a search before it is finished, press **ESC**.