

Make Repetitive Edits



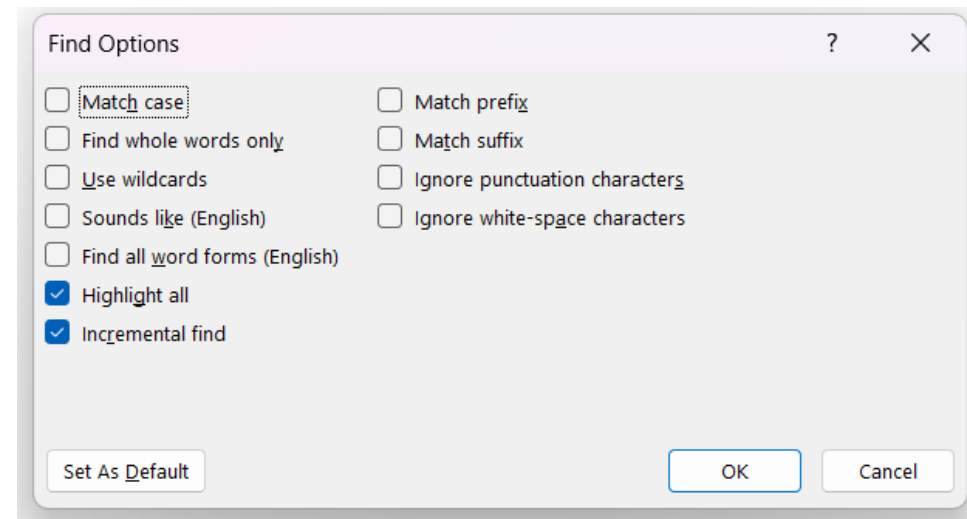
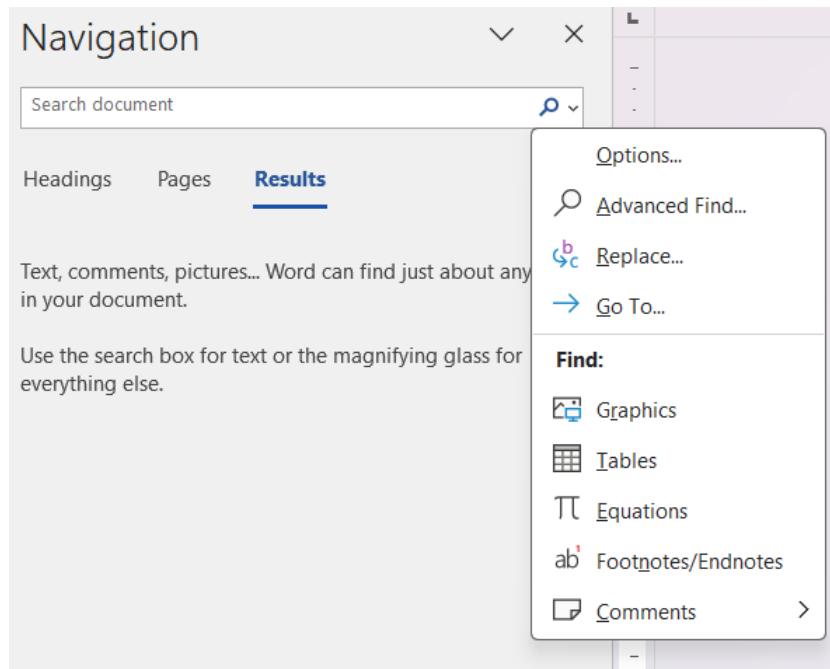
Find and Replace

- ✓ You can use the **Find and Replace** dialog box to find text, replace text, or go to a specific location in your document.
- ✓ Each tab in the **Find and Replace** dialog box contains additional options for finding and replacing text.

Tab	Description
Find	Provides options for specifying the search criteria.
Replace	Provides options for replacing found text. You can press Ctrl+H to display the Find and Replace dialog box with the Replace tab selected.
Go To	Provides options for specifying a location in the document you want to navigate to. You can press Ctrl+G to display the Find and Replace dialog box with the Go To tab selected.

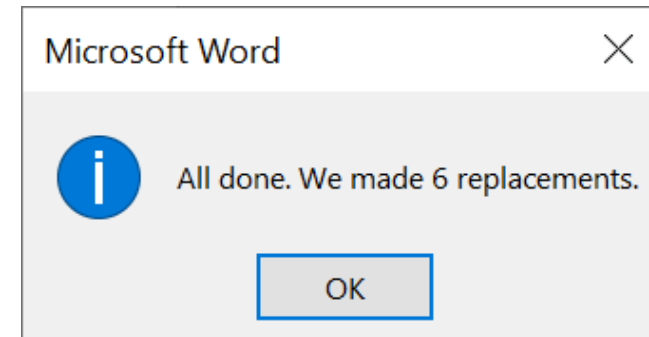
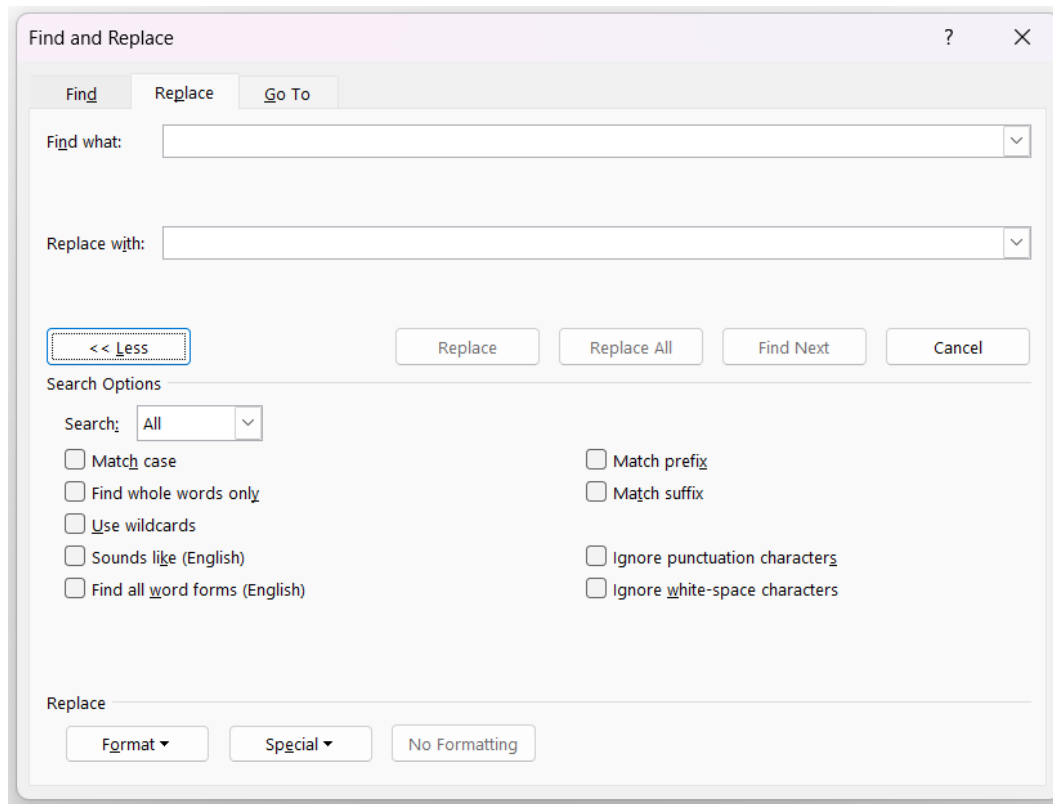
Font Options

- ✓ Find options are an extension of the **Find and Replace** dialog box.
- ✓ Using these options, you can modify the search behavior of the **Find** command in Word.
- ✓ The **Find Options** dialog box contains an assortment of options to fine-tune your search criteria, such as matching case, or finding only whole words



Find and Replace Formatting

- ✓ You can find all instances of a particular formatting style, or replace one set of format options with another, by using the **Find and Replace** dialog box.
- ✓ When you select the **Format** button on either the **Find** or **Replace** tab, you can specify the format type to search for as well as the format type to replace it with.



Wildcard Search

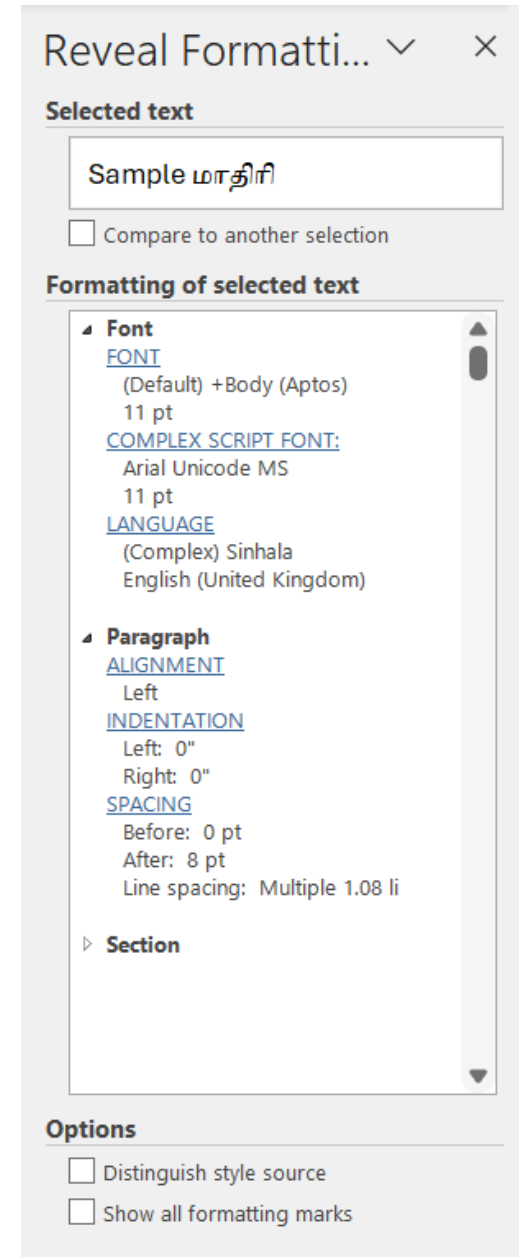
Wildcard	Used to Find	Example	Example Results
?	Any single character	we?k	week, weak, welk
*	Any string of characters	we*	we, week, weak, welcome, weeds
<	Characters at the beginning of a word	<(red)	red, redden, redeem; does not find kindred, blurred
>	Characters at the end of a word	(ing)>	blurring, weeding, sing; does not find finger, winged
[x-z]	Any single character within the specified range	[a-z]ing	ding, ring, zing; does not find bring
[!x-z]	Any single character except the characters within the specified range	sw[!a-i]m	swum; does not find swam, swim
{n}	Specified number of occurrences of the previous character or expression	che{2}p	cheep; does not find cheap, cheeep
{n,}	At least the specified number of occurrences of the previous character or expression	hop{1,}ed	hoped, hopped
{n,m}	From n to m occurrences of the previous character or expression	101{1,4}	101, 1011, 10111, 101111; does not find 1001, 10101010, 1011111
@	One or more occurrences of the previous character or expression	ho@p	hop, hoop, hoooooop
\	A character that is one of the defined wildcard characters	\?*\n@	?*\n@

Apply Repetitive Formatting



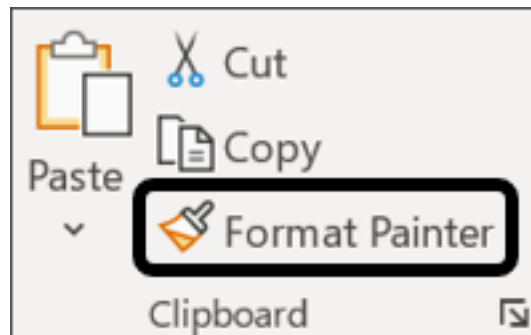
The Reveal Formatting Task Pane

- ✓ The Reveal Formatting task pane can help you identify specific formatting elements that are applied to a text selection, including fonts, alignment, indents, document margins, and layouts. You can also compare the formatting of one section to that of another, select text with similar formatting, and apply or clear formatting.
- ✓ You can open the Reveal Formatting task pane by selecting the Style Inspector button in the Styles task pane, then selecting the Reveal Formatting button in the Style Inspector. A simpler method is to press Shift+F1.



Format Painter

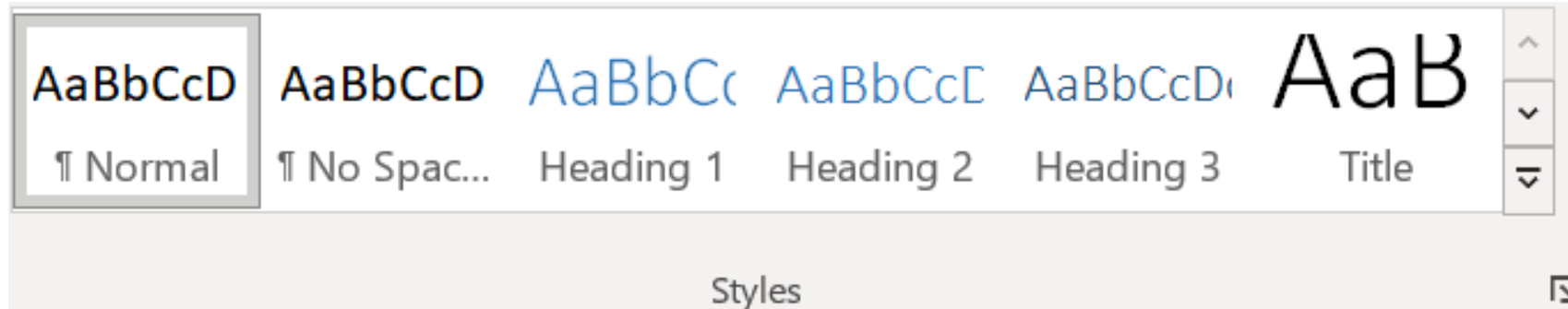
- ✓ A handy Word tool that helps you copy the formatting in selected text and apply it to one or more additional selections.
- ✓ Word's **Undo** and **Repeat/Redo** commands work for formatting actions as they do for editing actions.
- ✓ There are several methods you can use in Word to clear formatting in a text selection and reset the selection to the default format.
- ✓ These methods include using the Reveal Formatting task pane, the Styles task pane, the Style Inspector, or the Clear All Formatting button on the Home tab in the Font group.



Use Styles to Streamline Repetitive Format



Styles







- ✓ A Word style is a combination of multiple formats. A single style might include text formatting options (different font typefaces, colors, and effects) and paragraph formatting options (line spacing, borders, shading, and so forth).
- ✓ When you create a new style, you can choose to save the style within your document, or within the template your document uses.
- ✓ If you save the style in the document, it will be used only by that document.
- ✓ If you save it in the template, it will be used by any document that uses that template.

Styles

Word Style Type	Formatting Options It Contains
Character	Formatting options that you can apply to one or more text characters, such as those you apply from the Home tab, in the Font group of the ribbon.
Paragraph	Formatting options that you can apply to one or more paragraphs, such as those you apply from the Home tab, in the Paragraph group of the ribbon: tab stops, indentation, and so forth.
List	Formatting options that control the appearance of bulleted, numbered, or multilevel lists.
Table	Formatting options that control the appearance of various table characteristics, such as text formatting of the header row, borders and grid lines, and accent colors for columns and rows.

The Styles Task Pane

Option	Description
Clear All	Clears all formatting styles that were applied to the selected text.
Show Preview	Shows a preview of the styles.
Disable Linked Styles	Disables the styles that can be applied to both paragraphs and individual characters.
New Style 	Opens the Create New Style from Formatting dialog box, where you can create a new style and add it to the list.
Style Inspector 	Opens the Style Inspector task pane, where you can customize the formatting for a paragraph or text that you have selected. 
Manage Styles 	Opens the Manage Styles dialog box, which contains tabs with options to edit, recommend, restrict, and set default styles.
Options	Opens the Style Pane Options dialog box, where you can customize the Styles task pane.