

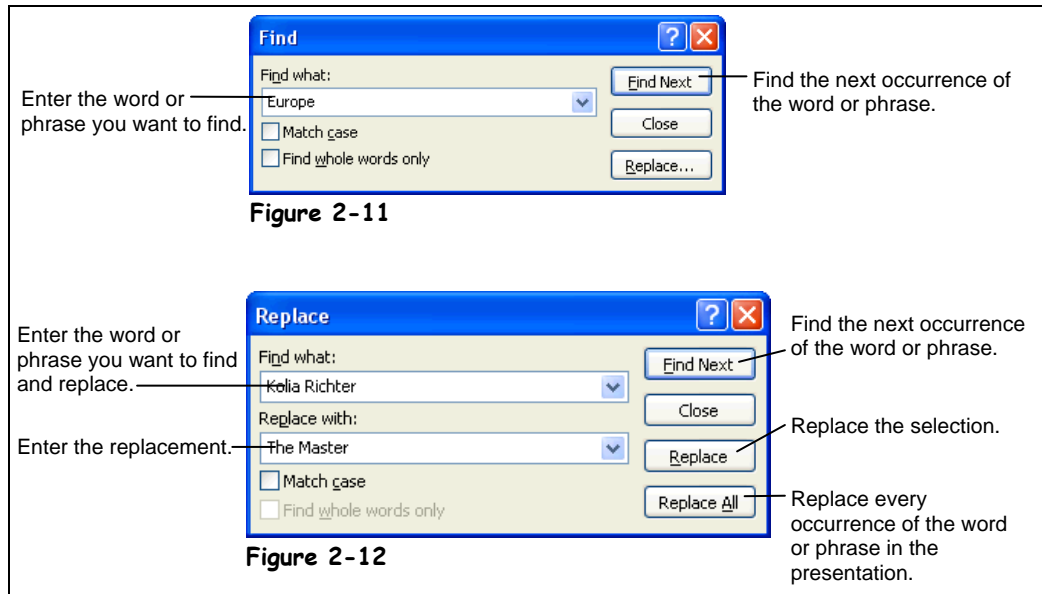
Lesson 2-8: Finding and Replacing Information

Figure 2-11

The Find dialog box.

Figure 2-12

The Replace dialog box.



For reasons known only to him, Kolia Richter has legally changed his name to “The Master.” Great—now you’ll have to go back to your presentation and find and replace every occurrence of “Kolia Richter” with “The Master.” You don’t even remember where his name was used—it could take you forever to go through all those slides. Or it could take you less than a minute if you use PowerPoint’s Find and Replace function.

This lesson explains how to find specific words, phrases, and values in your presentation and how you can automatically replace those words, phrases, and values.

1. If you have been skipping around lessons, find and open the **Lesson 2C presentation and save it as **Historical Tours**.**

If you don’t know where your practice files are located, ask your instructor for help.

2. Press **<Ctrl> + <Home> to move to the beginning of the presentation.**

You don’t have to move to the beginning of a presentation to find or replace something—but this will put us on the same page for this exercise.

3. Select **Edit → **Find** from the menu.**

The Find dialog box appears, as shown in Figure 2-11.

4. In the **Find what box type **Europe**.**

You want to find every occurrence of the word “Europe” in the presentation.

5. Click the **Find Next button.**

PowerPoint jumps to the first occurrence of the word “Europe” it finds in the presentation—on Slide 2.

6. Click the **Find Next button.**

PowerPoint jumps to the next occurrence of the word “Europe” in the presentation, found on Slide 7.

Other Ways to Find Information:

- Press **<Ctrl> + <F>**.

Other Ways to Find and Replace Information:

- Press **<Ctrl> + <H>**.

7. Click **Close to close the Find dialog box.**

The Find dialog box closes. You can also replace information in a presentation, such as changing every occurrence of “Kolia Richter” in the presentation to “The Master.”

8. Select **Edit → **Replace** from the menu.**

The Replace dialog box appears, as shown in Figure 2-12.

9. In the **Find what text box type **Kolia Richter**.**

You want to replace every occurrence of the phrase “Kolia Richter” with the phrase “The Master.”

10. Select the **Replace with box by clicking it or by pressing the **<Tab>** key and type **The Master**.****11. Click **Replace All**.**

PowerPoint finds all the occurrences of the phrase “Kolia Richter” in the presentation and replaces them with “The Master.”

NOTE: Think before you use the Replace All button—you might not want it to replace every instance of a word or phrase! You can find and replace each individual occurrence of a label or value by clicking Find Next and then Replace.

12. Click **Close.**

The Replace dialog box disappears and you’re back to your presentation. Notice how all the occurrences of the word “Kolia Richter” (there’s only one on Slide 9) have been replaced with “The Master.”

 **Quick Reference****To Find Information in a Presentation:**

1. Select **Edit** → **Find** from the menu.
Or...
Press **<Ctrl> + <F>**.
2. Enter the text you want to search for in the Find what box.
3. Click the **Find Next** button.
4. Repeat Step 3 until you find the specific text that you are looking for.

To Find and Replace Information:

1. Select **Edit** → **Replace** from the menu.
Or...
Press **<Ctrl> + <H>**.
2. Enter the text you want to search for in the Find what box.
3. Enter the text you want to replace it with in the Replace with box.
4. Click the **Find Next** button.
5. Click the **Replace** button to replace the text.
6. Repeat **Steps 4 and 5** if there is more than one occurrence that you want to replace.
Or...
Click **Replace All** to replace every occurrence of text in the presentation.