

Finding and Replacing Text

Don't waste time scanning through your presentation to find text and replace it with something new: PowerPoint's find and replace commands can do this for you with just a few clicks of the mouse.

Find text

Find makes it very easy to find specific words and phrases in a presentation.

1. Click the **Home** tab on the Ribbon and click the **Find** button in the Editing group.

The Find dialog box appears.

Other Ways to Open the Find Dialog Box:
Press **<Ctrl> + <F>**.

2. Type the text that you want to find in the "Find what" text box.
3. Click **Find Next**.

PowerPoint jumps to the first occurrence of the word, phrase, or value that you entered. You can continue clicking Find Next to move on to other occurrences.

4. When you're finished, click **Close**.

Replace text

Replace finds specific words and phrases, and then replaces them with something else.

1. Click the **Home** tab on the Ribbon and click the **Replace** button in the Editing group.

The Replace dialog box appears.

Other Ways to Open the Replace Dialog Box:
Press **<Ctrl> + <H>**.

2. Type the text that you want to be replaced in the "Find what" text box.
3. Type the replacement text in the "Replace with" text box.
4. Click **Find Next**.

PowerPoint jumps to the first occurrence of the word, phrase, or value that you entered in the "Find what" box.

Exercise

- **Exercise File:** HistoricalTours3-8.pptx
- **Exercise:** Find all instances of the word "Shore" in the presentation. Then replace all instances of the word "Shore" with "Star".

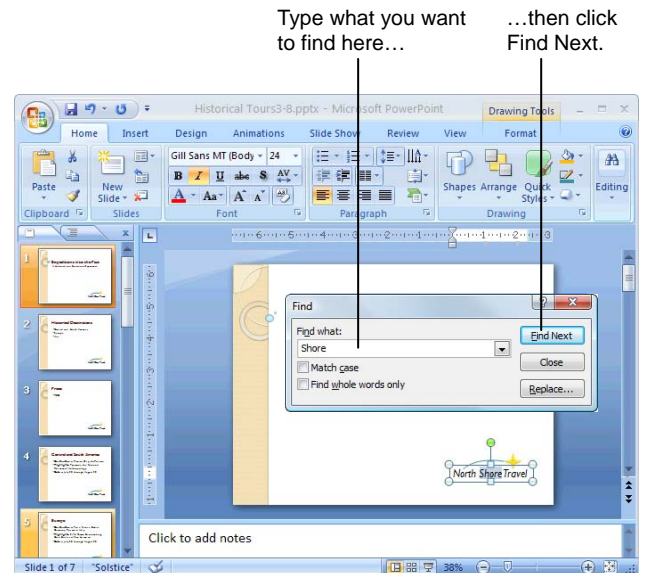


Figure 3-12: The Find dialog box.

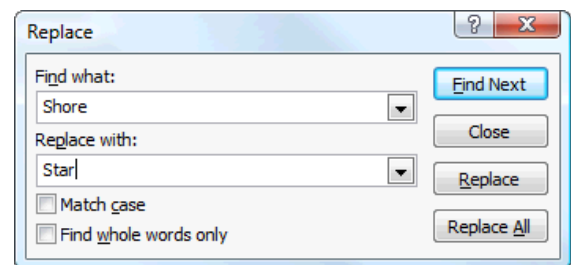


Figure 3-13: The Replace dialog box.

5. Click **Replace** to replace one occurrence. Click **Replace All** to replace all occurrences.

PowerPoint replaces the found text with the replacement text and moves on to the next occurrence.

✔ **Tip:** Click **Replace All** to replace all occurrences in the presentation without seeing them first.

6. When you're finished, click **Close**.