**Find and Replace**

One of the nice features in Word is Find and Replace. You can find a string of letters, or entire words, and replace them with another string of letters or words. For example, if you misspelled a name through your document, you can use find and replace to correct your error.

Follow the directions below and learn and practice Find and Replace in Word!

1. Using Find and Replace, change “crocodile” to “shark.”
2. Using Find and Replace, change “Dundee” to “Jaws.”
3. Using Find and Replace, change “Pet” to “pet.”
4. Using Find and Replace, change all examples of the word “summer” to a 20 pt font.

I love summer. Summer is a time of great joy for me. I love swinging, and watermelon, and barbeque. I especially like swimming with my Pet crocodile, Dundee, in our backyard pond. I have tried for many years to get my friends to come over and swim in our pond with Dundee and me during the summer, but they all seem to be busy. One friend said she didn't think she'd like swimming with Dundee. Geez, how boring is that? This year my dad made a special swing for me. He hung a large hunk of thick rope from a tree in the backyard. When I swing from the roof of the house, the rope just barely touches the water in the pond. We're trying to train Dundee, to grab the rope with his teeth as it passes over the pond. So far, the only thing Dundee has been able to grab is my right foot. Ouch! We're hoping Dundee gets the hang of the rope trick soon, and learns to just grab the rope. I'm running out of feet for Dundee to play with.

Well, that's what I love to do during my summer vacation. I hope you have fun this summer, too. And hey, come on over and swim with my Pet Dundee if you have time.

**Save as Last Name – find and replace**