

Course
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Test Series

Editing Group in Wordpad

Wordpad

Module 4 - Editing Group in Wordpad

Definition

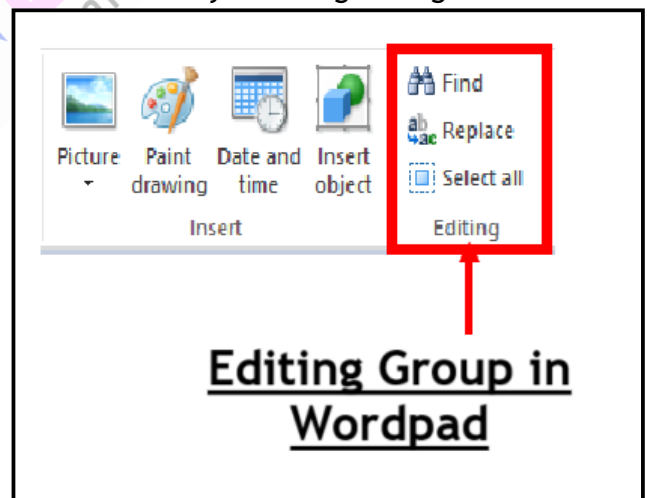
In WordPad, the Editing group includes tools for modifying text, and within it, the Find and Replace feature is used to locate specific text within your document and replace it with something else.

- **Find:** This tool allows you to search for a specific word, phrase, or character within the document. You can type the text you're looking for in the **Find box** and then navigate through the document to locate the occurrences of that text. WordPad will highlight each match as you go through them.
- **Replace:** This tool lets you find a specific word or phrase and replace it with new text. You enter the word you're looking for in the "**Find**" field, and the text you'd like to replace it with in the "**Replace**" field. Then, you can choose to replace a single instance or all instances of the found text in the document.
- **Select All:** is a feature that allows you to highlight all the text and objects in your document at once. You can use this option by pressing **Ctrl + A** on your keyboard or by clicking Select All in the Edit menu. This is useful for quickly copying, cutting, or formatting the entire content of your document.

Find option in Wordpad

In WordPad, the Find feature is used to quickly search for specific words, phrases, or characters within a document.

It helps you locate particular content without manually scanning through the entire text, saving time and improving efficiency when editing or reviewing a document. You can access it by pressing **Ctrl + F** or using the **Find** option under the **Edit** menu.



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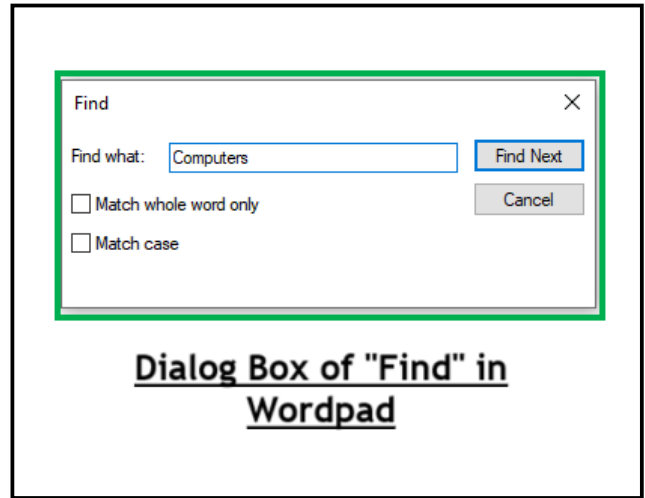
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Find - Match Whole Word Only

In WordPad, the Match whole word only option is used when performing a search with the Find feature.

When selected, it ensures that only whole words that exactly match the search term are found, excluding partial matches. For example, if you search for "cat," it will not find "catalog" or "scattered," but only the exact word "cat" in the document.



Find - Match Case

In WordPad, the Match Case option, when selected in the Find feature, ensures that the search is case-sensitive. This means it will only find occurrences of the search term that exactly match the uppercase and lowercase letters you typed. For example, searching for "apple" will not match "Apple" or "APPLE" unless the case is exactly the same.

Find - Find Next

In WordPad, Find Next is an option in the Find feature that allows you to search for the next occurrence of the word or phrase you're looking for in the document. Once you've entered a search term and selected Find Next, it will highlight the next instance of that term. You can continue clicking Find Next to locate additional occurrences throughout the document.

Replace option in Wordpad

In WordPad, the Replace feature is used to find a specific word or phrase and replace it with another. It helps you quickly make changes throughout the document without having to manually search and edit each occurrence.

This is especially useful for correcting repeated errors or updating terms across the entire document. You can access it by pressing Ctrl + H or using the Replace option in the Edit menu.

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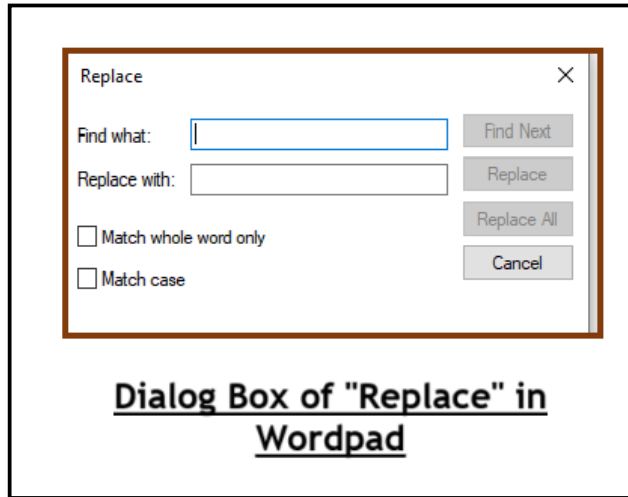
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Dialog Box of "Replace" in Wordpad

Replace - Find What

In WordPad, in the Replace feature, the Find what field is where you enter the word, phrase, or characters that you want to search for and replace in the document. Once you type the term in Find what, you can enter the replacement text in the Replace with field. Then, you can choose to replace it one by one or replace all occurrences at once.

Replace - Replace All

In WordPad, Replace All is an option in the Replace feature that allows you to replace every instance of a specific word or phrase in the entire document with a new one all at once. When you click Replace All, WordPad will automatically search for and replace all occurrences of the term you specified in the Find what field with the term you entered in the Replace with field.

Select All option in Wordpad

We use Select All in WordPad to quickly highlight and select all the text and objects in a document. This is useful when you want to perform actions like copying, cutting, or formatting the entire content at once, instead of selecting parts of the document individually. It's a time-saving feature, especially for large documents. You can use it by pressing Ctrl + A or selecting Select All from the Edit menu.

Shortcuts Of Editing Group

- Find- Ctrl+F
- Replace- Ctrl+H

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- Select All- Ctrl+A

Assignment

Ques: Make this file using Find and Replace Option

The **environment** is the foundation of life on Earth, providing the resources and conditions necessary for all living organisms to thrive. However, human activities have significantly impacted the environment, leading to **pollution**, deforestation, climate **change**, and loss of biodiversity. The air we breathe, the water we drink, and the land we rely on for food and shelter are all being degraded at an alarming rate. **Climate change**, driven by the emission of greenhouse gases, is causing global temperatures to rise, resulting in extreme weather events, rising sea levels, and disruptions to ecosystems. To ensure a sustainable future, it is crucial that we take action to protect the environment. This includes reducing carbon emissions, conserving natural resources, promoting renewable energy, and adopting eco-friendly practices in everyday life. By working together, we can help restore balance to our planet and create a healthier, more sustainable world for future generations.

Find Following Words

- Environment
- Pollution
- Change
- Climate Change
- Generations

Replace Following Words

- Environment Replace with "Environmental"
- Pollution Replace with Pollutions.
- Change Replace with Changes.
- Climate Change Replace with weather change.

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