



Exercise 3A and 3B will be done on the same sheet


EXERCISE 3A USING FIND AND REPLACE

- Close all files you have open and Open a New Blank Document.
-  Save it as **ex3.docx** in your docs folder
- Type the title: **Exercise 3A USING FIND AND REPLACE**
- Press **Enter**
- Type: Z, then press the **Enter** key.
- **Repeat this 15 times**
- **Select All 15 lines.**
- From the **Home tab**, click the **Replace** button 
- Choose **Advanced Find**, choose the **Replace tab**
- Beside **Search for**, type Z. Press the **Tab** key (or click in the box beside “Replace with”).
- Beside **Replace with**, type: *Computers are fun.*
- Click **Replace All**. (don’t close the find & replace dialog box)
- Grab and drag the top part of the dialog box to the right so you can see your text.
- Beside **Search for**, type: fun.
- Beside **Replace with**, type: challenging.
- This time, we will click **Find next**. Each occurrence of fun will be highlighted.
- Click **Replace** for the first occurrence, Click **Find next** for the second occurrence, and so on.
 - You want to replace every second instance of “fun” – so it alternates.


Note: Every other occurrence of fun should be replaced with challenging.

Note: This means you should only be replacing every SECOND line...



it should still say “Computers are fun”, and also “Computers are challenging”

- Close the dialog box.
-  **Save**


EXERCISE 3B CUT, COPY & PASTE

Shortcuts: **Ctrl – s** =  Save
Ctrl – z = **undo**
Ctrl – x = **cut**
Ctrl – c = **copy**
Ctrl – v = **paste**

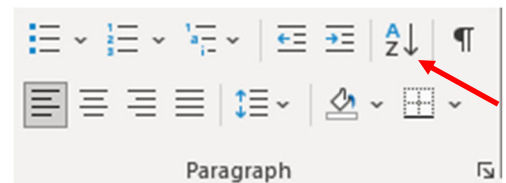
- Press **CTRL-ENTER** (to make a page break)
- Type the title: **Exercise 3B CUT, COPY & PASTE**
- Press **Enter**
- Type in the following:
Brown, Nathan
Bowen, Mary
Beaver, George
Bates, Sarah


- Highlight all four names.
- Use CTRL – C shortcut to copy the names (or click  Copy)
- A copy of the names is now in the clipboard.
- Move the cursor to the end of your document.
- Press the **Enter** Key three times.
- Use the CTRL – V shortcut to Paste the names (or click  Paste)

Note: *You should have two sets of names now.
Using cut and paste we are going to alphabetize the names.*

- Highlight Brown, Nathan in the second set of names.
- Cut this name (CTRL-X, or click  Cut)
- Move the cursor to the beginning of the name Beaver, George in the second set of names.
- Paste the name and press the Enter key.
- **Continue cutting and pasting until your 2nd set of names is in alphabetical order.**
- Select all the names in the first set of names.
- From the Home tab, select the **sort** option. Click ok.

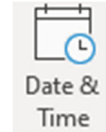
Note: *Sorting (A to Z) or (0 to 9) is ascending order.*



- **Delete** all extra lines, except for one line between the two sets of names.
-  **Save**

HEADERS AND FOOTERS

- From the **Insert Tab**, select the **Header** choose *(Blank Three Columns)*
 - In the first header box (on the left), erase “[Type here]” and **type your name**.
 - Highlight the center box
 - Choose **Date & Time** and choose the one in the form: “September 10, 2023”
 - Highlight the right-hand box
 - Choose **Page number** → **Current Position** and pick any style you like
 - Highlight all the text in the header.
 - Go back to the **Home Tab** and select font size 10 and a different font type of your choice
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- Go back to the **Header & Footer Tab** and select **Footer**
 - Go all the way down until “**Edit Footer**”
 - **Press Tab** to navigate to the center tab
 - Under **Quick Parts** select **Field**
 - Scroll down to **Time** and select the one in the form: 9:35 AM



Note: *All items in the header or footer will be aligned the same when you use the toolbar and will be printed on all pages of the document.*

- Highlight the text in the footer.
- Select the same font type and size as in the header.
- Click Close at the end of the Header & Footer Tab
- **Save**

