

Find and replace shortcut

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You can find a word or phrase in the document, or even a large piece of text using the Find feature in Word 2016. Open the Word document, go to the Home tab, and click Find in the editing team. When the navigation bar opens on the left, the search word is in the first place. The word will show you all the cases of the word in the document, with each occurrence highlighted, and a small excerpt from the surrounding text in the navigation panel. This is to help you better identify the occurrence. If you click on the phenomenon in this panel, you will jump on its location in the document. Note that the navigation bar has three titles: headlines, pages, and results. Sometimes when you open this panel, another title will show, but these are the results you need. If there are too many cases of searching the word to display in the navigation bar, you will see instead the number of these cases: Like many commands in Word, there is a keyboard shortcut to find, and this ctrl f. Replacing the text in the document is just as simple. On the Home tab in the editing group, click Replace. This time the Find and Replace dialogue opens. In the word you want to replace and then the one you want to replace it. The following will replace all the phenomena of the word black to brown. You either replace all cases (click replace everything), or replace each one individually by clicking Replace and then find the next one to find the following phenomenon. If you need more control over the replacement, click on More. For example, you can only replace words whose first letter is capitalized. If so, then you would check the match box case. Whichever replacement option you choose, Word will give you a brief description of how many cases have been replaced. A keyboard shortcut to replace ctrl and h. Search and replacement can be a great way to clean up data in Excel. For example: To remove all the signs, replace with nothing to remove all the spaces, replace (empty) with nothing to remove all the dashes and all after them, replace - with nothing (I serve as a wildcard) To remove all the dash and everything in front of them, replace I-with nothing If you want to clean one column, just select this column first. Ditto if you want to clean only one block of cells (just select a block of cells first). The technique of replace with nothing for some reason is not very well written. I don't remember reading about it anywhere, so maybe I should patent it... This can save you a lot of time. What are some good find and replace Excel shortcuts? Here are three good labels. The first two are the defaults in search of a tab. Find and Replace Dialog Box - On Find Tab (keyboard #1): Ctrl'F Find and Replace Dialog Box - On Find Tab (keyboard #2): Alt-E Alt-E-E is the legacy of the Alt-E-E-E label, from the menu system that went after Excel 2003. (I have a more extensive post on how alt shortcuts work). Here's what it looks like when Earth the Find Tab: To land on the Replacement tab instead, use Ctrl'H: Find and Replace Dialog Box - On Replace Tab (keyboard): Ctrl'H Here's how it looks when you land on a replace tab: I personally don't like Ctrl'H, because I prefer to start on the Find tab (and enter my characters) and then go to the replacement tab. The flow seems more logical to me. (Note: You may also argue that Ctrl'H requires the right hand to leave the mouse - but it really doesn't matter, since you'll probably be typing in boxes with your right hand anyway...) So which one is best to find - Ctrl-F or Alt-E-E? They're about the same fast, so choose the one you like. How can I go Find and Replace Dialogue Box with shortcuts? Since you'll be typing into text boxes with both hands on the keyboard, you can also learn a few quick shortcuts to move around the dialog box (instead of using a mouse). Once you're on the Find tab, just enter. Then, to go to the Replace tab, you'll press the Alt-P. This works because P is the hot key to the Replacement tab - as you can see by the fact that P's replacement is highlighted. Move to replace the tab (keyboard): Alt-P Once you're on the Replacement tab, hang the input. When you're finished, you can execute the Replace All command by typing a hot key - which is A (which you can tell by what A's Replace all the highlights. Hit Enter and Then Run. Exit Dialogue Box After Find/Replace Completed (keyboard): Enter-ESC That's all for the basics and I hope these shortcuts save some time. This will save me a few precious seconds multiplied by some very large amount (I'm in the middle of heavy refactoring), so when I'm in to find and replace the window to go back to the text of the document without closing the find and replace the window? So far I choose the area of text of the document that I want to work on, I make changes, with the escape button I close to find and replace the window, I choose another area of text in the document, and I'm going to find and replace the window again with ctrl'H. Sort by 'oldest most voted on Ubuntu 18.04 (Gnome), installation to switch between windows of the Alt f6 app. This combination is predetermined. The setting is under the preference keyboard: Note: it's system control, not part of LibreOffice, so there may be an adjustment that made for Debian Gnome, but it should help you find where to look. To show the community what your question has been answered, click I next to the correct answer and vote by clicking on any useful answers. These are the mechanisms of informing about the quality of VA on this site. Thank you! 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