

Good Morning Students,

Students, this lesson is of class 5 for the subject of Computers. Topics are- 'Finding the text', 'Replacing the text' and 'working with shapes' which is covered in chapter-4.

- I hope all the students are ready for today's lesson. So, let us start with topic- 'Finding the text'. All students, Please listen carefully.

* Children, All of you are studying about MS-word from class 3. In the previous Chapter No-3, you have already learnt so many things related to MS-word like formatting features, Page settings options, Indenting etc. Now, In this chapter, you will learn about drawing tools of MS-word. But before starting the working with drawing tools, you will study about the

topic 'Finding and Replacing' the text.

Finding the text :- Students, All of you read about word 'Find' in English. Find means to search for any thing, any person, any place etc. For example, if I want to find the meaning of any word then I will use dictionary and search for the particular word. In the same way, Find option of MS-word will help you to search for a particular word or phrase. In MS-word, we work with large documents. This facility helps us to search a particular word or phrase in the current document. For this, we will follow some steps and the steps are:-

1. Click on the Find drop down button in the Editing group on the Home tab.
2. The 'Find' and Replace' dialog box will appear.
3. Type the word that you want to find in the 'Find what-text box'
4. Click on the Find Next button. The searched word will get highlighted in the document.
5. By clicking on Find Next button again, will highlight the other occurrences of the searched text.

6. After finishing the search, Word displays a message: "Word has finished searching the document"
7. Click OK.

By clicking on More Search options you can search for - (1) Match case (2) Find whole words only (3) Use wildcards etc.

Shortcut key to find the text is - Ctrl + F.

- Students, All of you, may now take 3 minutes break. During break time, All of you will write, At least five lines in a paragraph form in your notebook. In this paragraph you will repeat the same word two-three times. This same word can be your name, this, that etc. Then Highlight the ^{same} words with pencil or underline the same words in the paragraph. Here, the highlighted words will represent the working of finding a word in a paragraph, same thing we do in the Computer by using find option.

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Let us continue with the discussion of ^{other} topics.

Now, Students, All of you will learn about the next topic that is Replacing the text. In our daily life,

we generally use the word 'Replace' to substitute an old thing with a new one. In the same way, the replace option will work in MS-Word for replacing the existing text with the new one. So, by using the replace option you can replace the words or phrases with any alternate text. For this, we will follow some steps.

The steps are:-

1. Click on Replace button in the Editing group on the Home tab.
2. The Find and Replace dialog box will appear.
3. In find what box - Type the text that you want to search for.
4. In the replace with box - enter or type the new text to replace the existing text.
5. Click on any one button present there and the buttons are:- Replace, Replace All, Find Next, Cancel.
6. After finished searching and replacements, ^{MS-}Word will display a message.
7. Click OK.

By using these all steps you can replace any existing word ~~that~~ with new word that you do not want to see in the current typed document.

- Shortcut ^{key} for replacing the text is - $Ctrl + H$.
- Now Students, I will give you two easy Questions.
 - (i) Write shortcut keys for finding and Replacing the text in a document.
 - (ii) Give one difference between Find and Replace option.
- * Students, Now, Next topic is working with shapes. All of you are studying about shapes since your childhood days. You know about some general shapes like - Circle, Square, Rectangle, Hexagon, star etc. So this will help you to understand the concept of working with shapes in MS-Word. Let us start the topic -

Working with shapes:- The shapes is a drawing feature of MS-Word that helps you to add various shapes like - star, banner, callouts etc. ^{in the document}. We use shapes in MS-Word to draw attention and provide impact to our message. ^{we will} Follow some steps and figure-

4.3 present on page No-44 in the book.

Steps are:-

1. Select Insert tab, click on shapes button.
2. A drop-down menu will appear with different options- lines, Rectangles, Basic shapes etc. as shown in Figure-4.3 in the book.
3. Select any shape.
4. The pointer changes into '+' cross hair symbol.
5. Drag the mouse on the working area and draw the selected shape in the desired size.
6. To rotate a shape in any direction - drag the handle after selecting the shape.
7. To add a quick style to shape - choose any option from the shapes style group on format tab.
8. You can also use more styles options for different styles that you want to apply to a shape.

* children, Now I am ending the lesson.

Read assignment carefully. Learn the difference between finding and replacing the text. Try to understand the concept of shapes with the help of Figure-4.3 present in your book on page No-44. Thank you.

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