

17.3 Find, Replace and Navigation

Syllabus 2026 - 2028

WHAT YOU NEED TO KNOW

- Find and replace text, including matching case and whole words
- Add and delete bookmarks and hyperlinks

Find and replace

Find locates words or phrases in a document. **Replace** changes them to different text, either one at a time or all at once with **Replace All**. This saves time and avoids missing any instance.

Figure 95: Find and replace

Find and Replace

Find what:

Replace with:

☒ Match case

☒ Find whole words only

Options

Match case
'Cat' is found, 'cat' is not

Whole words
'her' is not found in 'there'

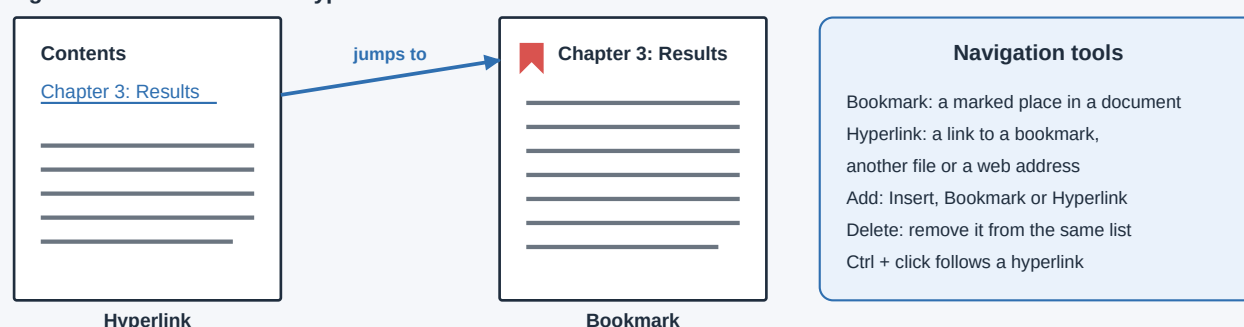
Replace all
changes every match at once

Replace
changes one match at a time

- Match case:** only finds text with exactly the same capital and small letters
- Whole words only:** finds the complete word, so searching for 'her' does not select 'there' or 'other'
- Check each change, or review the result, because Replace All may change words that should stay the same

Bookmarks and hyperlinks

Figure 96: Bookmarks and hyperlinks



Item	What it is	Use
Bookmark	A named marker at a place in a document	Quick jumps and cross-references inside the document
Hyperlink	Text or an object that opens another place, file or web page when clicked	Contents lists, links to websites and email addresses

- Add a bookmark:** select the place, choose Insert, Bookmark and give it a name without spaces
- Add a hyperlink:** select the text, choose Insert, Hyperlink, and pick a bookmark, file or web address
- Delete** a bookmark from the bookmark list, and remove a hyperlink with Remove Hyperlink
- A table of contents can use links so that readers can jump straight to a section

EXAM TIP

When asked about find and replace, state which **option** you would use and why, for example 'match whole words, so that replacing *he* does not also change *the* or *she*'.

Key terms

Term	Meaning
Find	Locate text in a document.
Replace	Change found text into other text.
Match case	Find only text with the same capitals.
Whole words	Find only complete words.
Bookmark	A named place in a document.
Hyperlink	A clickable link to another place.
Navigation	Moving around a document.
Replace all	Change every match at once.

Practice questions

Answer each question in full sentences. Command words used: State (give a short answer), Describe (say what it is like), Explain (give reasons), Analyse (break it down and examine it), Suggest (apply your knowledge to a situation), Compare and contrast (similarities and differences), Evaluate (weigh up and reach a judgement).

No.	Question	Marks
1	State the purpose of a bookmark.	[1]
2	State two options that can be set when using find and replace.	[2]
3	Describe how a hyperlink to a bookmark is added to a document.	[3]
4	Explain why 'whole words only' may be chosen when replacing a word.	[3]
5	Compare and contrast a bookmark with a hyperlink.	[4]
6	Analyse the benefits and risks of using Replace All in a long report.	[4]

Total: 17 marks