

MOS Study Guide

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EXAM MO-101

Microsoft
Word Expert



MOS Study Guide for Microsoft Word Expert Exam MO-101

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Microsoft Office Specialist
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Objective group 2

Use advanced editing and formatting features

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The skills tested in this section of the Microsoft Office Specialist Expert exam for Microsoft Word 365 and Microsoft Word 2019 relate to using Word's advanced editing and formatting features. Specifically, the following objectives are associated with this set of skills:

- 2.1 Perform advanced editing and formatting
- 2.2 Configure paragraph layout options
- 2.3 Create and manage styles

This chapter guides you in studying the ways in which you can edit and format long, complex documents, such as books, dissertations, reports, and requests for proposals. To begin, this chapter explains some of the advanced editing and formatting features in Word, including how to use wildcards or special characters to search for patterns in text, how to find and replace styles and formatting, and how to work with Word's options for pasting content. In this chapter you also learn how to wield advanced paragraph layout tools such as hyphenation, line numbers, and pagination options. This chapter also describes how to create and modify styles so that you can more easily format a long document and keep the document's appearance consistent.

To complete the practice tasks in this chapter, you need the practice files contained in the **MOSWordExpert2019\Objective2** practice file folder. For more information, see "Download the practice files" in this book's Introduction.

Objective 2.1: Perform advanced editing and formatting

This topic explains how to work with advanced editing and formatting features. It describes how to extend find-and-replace operations by using wildcard characters and how to use special characters when you search for and replace text. It next describes how you can carry out find-and-replace operations by using styles or specific formatting. Finally, this topic also covers Word's options for pasting cut or copied content.

Find and replace text by using wildcards and special characters

Simple find-and-replace operations in Word can be extended in several ways. For example, in the Find And Replace dialog box, you can select an option to search only for whole words, use a case-specific search (*they're* instead of *They're*), or search by using how words sound (*they're*, *their*, and *there*). This section describes another way to extend find-and-replace operations—by using wildcard characters and special characters.

See Also For more information about finding and replacing formatting and styles, see "Find and replace formatting and styles" later in this topic.

Use wildcard characters to find and replace text

You can extend your use of the Find And Replace dialog box by using wildcards. For example, as a wildcard character, the asterisk (*) represents a sequence of one or more characters. The question mark (?) is used to represent a single character within a sequence. When you combine wildcard characters with literal characters, you can find patterns of text.

The following table lists wildcard characters and examples of how to use them.

Wildcard character	Syntax and examples
?	Locates any single character. For example, <i>l?w</i> locates the words <i>law</i> and <i>low</i> and this sequence of characters in words such as <i>below</i> or <i>lawful</i> .
*	Locates a string of characters. For example, <i>J*n</i> finds <i>John</i> , <i>Jocelyn</i> , and <i>Johnson</i> . Wildcard character sequences are case-sensitive. To find <i>joinery</i> and <i>journey</i> , you would use <i>j*n</i> .

Wildcard character	Syntax and examples
<	Finds characters at the start of a word. For example, <plen finds <i>plenty</i> , <i>plentiful</i> , and <i>plentitude</i> . It does not find the word <i>splendid</i> .
>	Finds characters at the end of a word. For example, ful> finds <i>fanciful</i> , <i>useful</i> , and <i>plentiful</i> . It does not find <i>fulfill</i> or <i>wonderfully</i> .
[]	Finds one of the characters within a sequence you specify. For example, h[eor]s finds words such as <i>ghosts</i> , <i>these</i> , <i>hose</i> , <i>those</i> , and <i>searches</i> , or the abbreviation <i>hrs</i> (hours). It does not find <i>horse</i> .
[n-n]	Finds any single character within the range you specify. You must specify the range in ascending order (<i>d-l</i> , for example). For instance, [c-h]ave finds <i>gave</i> , <i>have</i> , and <i>leave</i> .
[!n-n]	Finds any single character except the characters in the range you specify. For example, st[!n-z]ck finds <i>stack</i> and <i>stick</i> but not <i>stock</i> or <i>stuck</i> .
{n}	Finds the specified number of instances of the previous character or expression. For example, cre{2}d finds <i>creed</i> (two instances of <i>e</i>) but does not find <i>credential</i> .
{n,}	Finds at least the specified number of instances of the preceding character or expression. For example, cre{1,}d finds both <i>creed</i> and <i>credential</i> .
{n,m}	Finds the number of instances of the preceding character or expression in a range. For example, 50{1,3} finds <i>50</i> , <i>500</i> , and <i>5000</i> .
@	Finds one or more instances of the preceding character or expression. For example, bal@* finds <i>balloon</i> and <i>balcony</i> .
[\\wildcard character]	Finds instances of the specified wildcard character. For example, [*] finds all asterisk wildcard characters.

As shown in the example for the @ symbol, you can combine wildcard characters to create expressions. For example, the expression *s[a-n]{2}d* finds words such as *send*, *sending*, *dashed*, and *slide*, but it does not find the word *sad*. In this expression, Word searches for a string of characters that starts with *s*, contains two characters within the range *a-n*, and ends with *d*. You can also use parentheses to group wildcard characters and text to indicate the order of evaluation. For example, the expression <(det)*(ing)> finds *determining* and *deterring*, with the character sequence *det* at the start of the

word (indicated by the < symbol) and the sequence *ing* at the end (indicated by the > symbol). Keep in mind that all searches in which you use wildcards are case-sensitive. As an example, the expression *[c-h]ave* finds *have* and *cave* but not the name *Dave*.

Tip When the Use Wildcards option is selected in the Find And Replace dialog box, the wildcard characters you can use appear on the Special menu. You can then select a character or enter the character or characters you want to use in the Find What and Replace With boxes.

You can also use wildcards to replace patterns of text. For example, you can use the \n wildcard character to invert first and last names by entering **(First Name) (Last Name)** (that is, a person's actual first and last names, each enclosed in parentheses) in the Find What box and **\2 \1** in the Replace With box. Word finds occurrences of the name and inverts the order so that the last name (item **2**) comes first.

To display the Replace tab of the Find And Replace dialog box

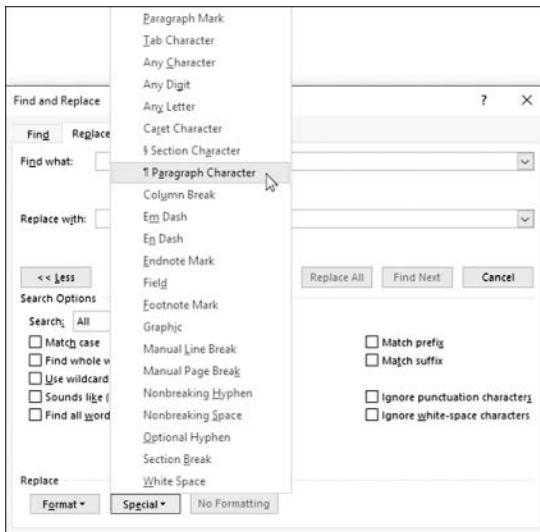
- On the **Home** tab, in the **Editing** group, click **Replace**.
- Press **Ctrl+H**.

To search and replace by using wildcard characters

1. Display the **Replace** tab of the **Find and Replace** dialog box.
2. If the **Search Options** area isn't displayed, click **More**.
3. Select the **Use wildcards** check box.
4. In the **Find what** box, enter the wildcard expression for the text you want to find. Select wildcard characters from the **Special** menu or enter the wildcard character sequence yourself.
5. In the **Replace with** box, enter any replacement text or select an option from the **Special** menu.
6. Click **Find Next** to locate the first instance of the search term.
7. Click **Replace** or **Replace All** as appropriate to replace the search term.

Use special characters to find and replace text

To find and replace formatting marks, a character such as an em dash, or a field, you make selections from the Special menu in the Find And Replace dialog box. Special characters are represented by a character combination that begins with the caret symbol (^).



Insert character codes from the Special menu to find and replace special characters such as paragraph marks, notes, and dashes.

In a document with extra paragraph characters, for example, you could search for two paragraph characters (^p^p) and replace the pair with one. If you wanted to search for any year between 2000 and 2009 and replace each year with 2019, you could enter **2^#^#^#** (a 2 and three instances of the Any Digit option) in the Find What box and **2019** in the Replace With box.

Items on the Special menu vary depending on whether you are specifying values in the Find What box or the Replace With box. For example, you can choose *Clipboard Contents* as the value in the Replace With box to replace what you are searching for with the content saved on the Clipboard.