

# Searching Here, Searching There

Exchanging and Sharing Information

Year 4

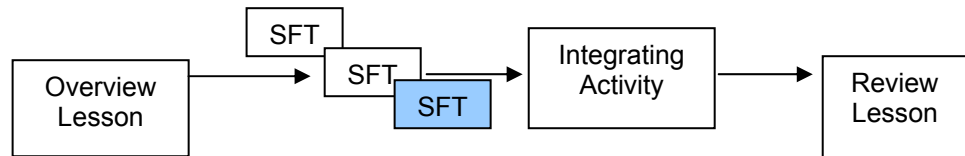
Learning objective: I can.....

Lesson 6 of 8

PoS 3b

Search for and replace words and phrases

QCA Unit: 4a



## Resources

Print out of 'dick.doc' or 'dick for Write Away' enlarged for whole class access.

### Software you could use:

Talking first word (TFW) or Write Away (WA)

### Support files:

dick.doc (for TFW) or dick.waw (for WA)

## Setting the scene (5 mins)

Share the learning objective with the class.

The children will learn and practice how to search for and replace words in a text using a Word Processing package.

## Main Input (5 Mins)

### Away from the computer

Explain to the children that they are going to change this text from the third person into the first. Read the story through. What words do they think will need to be changed? Read through the story a second time editing with a pen as you go. They will begin to notice that many of the changes are repeated throughout the story. What if we had to do this for a whole book? It would take a long time and we may miss some of the changes we need to make.

It would look much neater if we used a word processor but would it be much quicker? Explain to the class that computers are good at doing repetitive things fast and a word processor has a special command, which can do just this. This is called Search and Replace.

### At the computer:

Remind the class how to open the word processing package and the appropriate file.

First demonstrate how to change all the instances of *Dick* to *I*

For Talking First Word:

Click on *Find* (the binoculars icon on the toolbar.)

In the dialogue box type in the word *Dick* (Next to *Find what*)

Click on the tab which says *Replace*. The dialogue box should enlarge and now include a section for replacement words.

Type in *I* in the bottom section (Next to *Replace with*)

Finally click on *Replace all*.

Another dialogue box will appear telling you how many replacements the computer has made. Click on OK.

For Write Away

Click on *Edit*

Click on *Replace*

Type in the word *Dick* by *Find*

Type in the word *I* by *replace*

Click on *Find Next*

If this is one of the words which needs replacing click on *Replace*. If not click on *Find next* again.

(This procedure is the only way of preventing Write Away from replacing all of the words even if they are inside of a word. Emphasise to the class how important it is to follow this. Demonstrate what happens if you do not click on *Find next* first. The only way to undo this is by closing down the document and starting again. The undo option will only undo the last correction made. It is therefore not necessary to discuss the second part of this lesson when using Write Away as it is integrated into the whole procedure in the first instance)

Use the enlarged icons as visual aids if necessary.

Next demonstrate how to change all the *he's* to *I's*.

Repeat the procedure as before. What happens this time. How many replacements were made? Why were there so many. Look at the text to identify the problem. Explain that some of the *he's* were inside of words and the computers has changed these also. Again another example that computers may be quicker than us but they are not as intelligent.

Use undo to revert back to the document prior to the *he's* to *I's* change.

This time we need to add an extra step to the process to tell the computer to look just for whole words.

Click on *Find* (the binoculars icon on the toolbar.)

In the dialogue box type in the word *Dick* (Next to *Find what*)

Click on the tap which says *Replace*. The dialogue box should enlarge and now include a section for replacement words.

Type in *I* in the bottom section (Next to *Replace with*)

Click on the *more* button. This will show some options one of which is to *Find whole words only*.

Click on *Find whole words only* so that a tick appears in the box.

Finally click on *Replace all*.

Another dialogue box will appear telling you how many replacements the computer has made. Click on OK.

How many replacements were found this time? Was it less? Has the computer just replaced the whole words?

Ask 2 or 3 children to demonstrate find and replace with other words which need to be changed.

It would also be useful to create a quick précis of the procedures that the children need to go through to display in the ICT area.

## Activity – short focused task (5 mins)

Each child is given 5-10 minutes to practice using find and replace. Leave the print out used for the class discussion on display so that children can refer to this if necessary.

## Review and recall (10 mins)

Bring the class together and review the learning objective.

### Key questions to ask and to display:

When is find and replace the most useful?

How do you make sure the computer does not change words inside of words?

### Vocabulary:

find, replace.

# Searching Here, Searching There, (continued)

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### Teaching Points:

Remind the children of the 'undo' icon that they can use if they make a mistake especially if they forget to click on the whole word option.

### Assessment Opportunities:

Assessment of this task is possible with a quick glance at the computer screen. It is worth printing out a couple of documents as samples of evidence.

Children can also complete their self-assessment cards upon completion of the activity.

### What comes next:

Integrating activity– 'Read all about it'