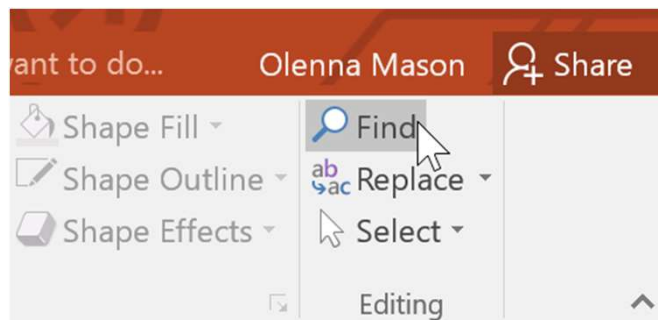# PowerPoint 2016 - Using Find & Replace

Introduction

When you're working with longer presentations, it can be difficult and time consuming to locate a specific word or phrase. PowerPoint can automatically search your presentation using the **Find** feature, and it allows you to quickly change words or phrases using the **Replace** feature.

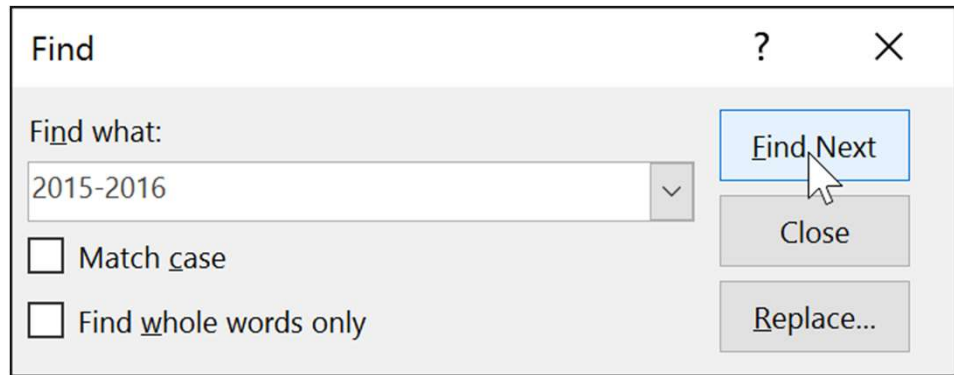Optional: Download our **practice presentation**.

Watch the video below to learn more about the basics of using Find and Replace in PowerPoint.
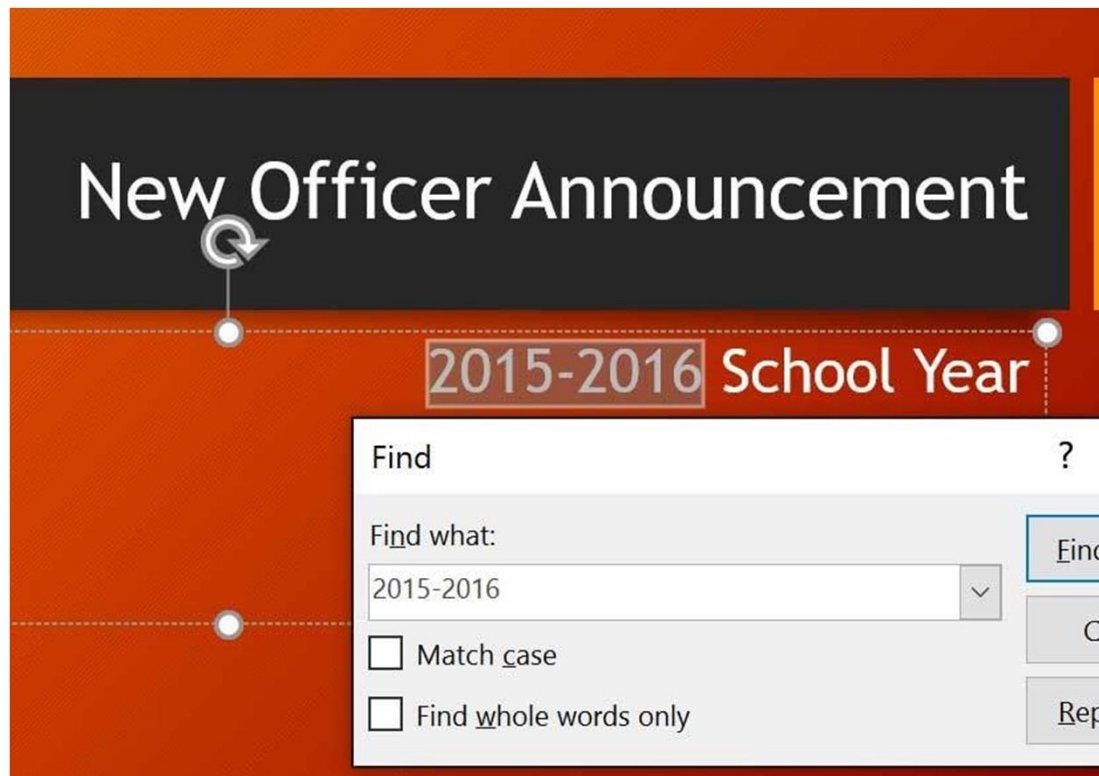
To find text:

1. From the **Home** tab, click the **Find** command.

2. A dialog box will appear. Enter the **text** you want to find in the **Find what:** field, then click **Find Next**.
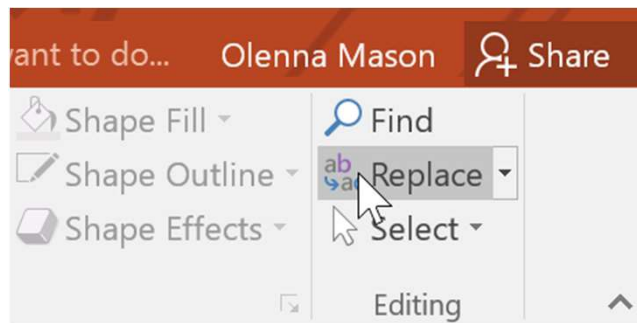
3. If the text is found, it will be selected.

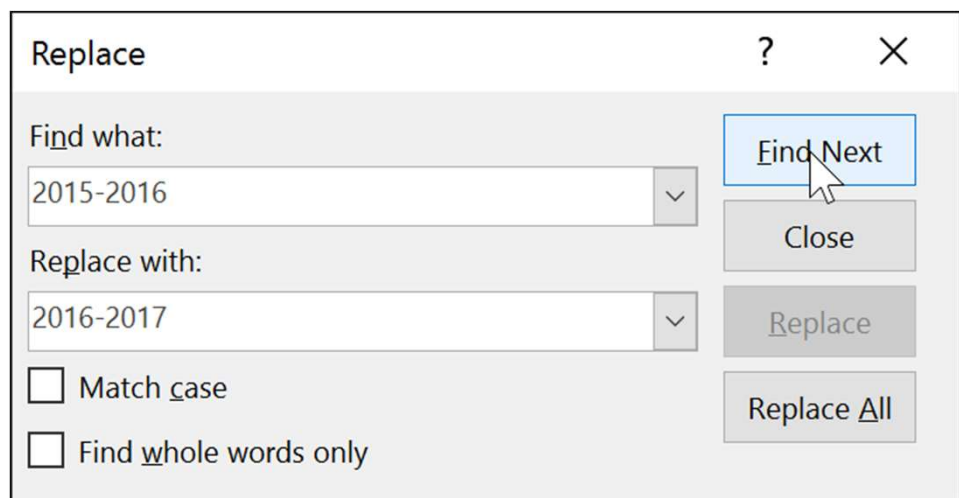You can also access the Find command by pressing **Ctrl+F** on your keyboard.

To replace text:

At times, you may discover that you've repeatedly made a mistake throughout your presentation—such as misspelling someone's name—or that you need to exchange a particular word or phrase for another. You can use the **Replace** feature to make quick revisions.
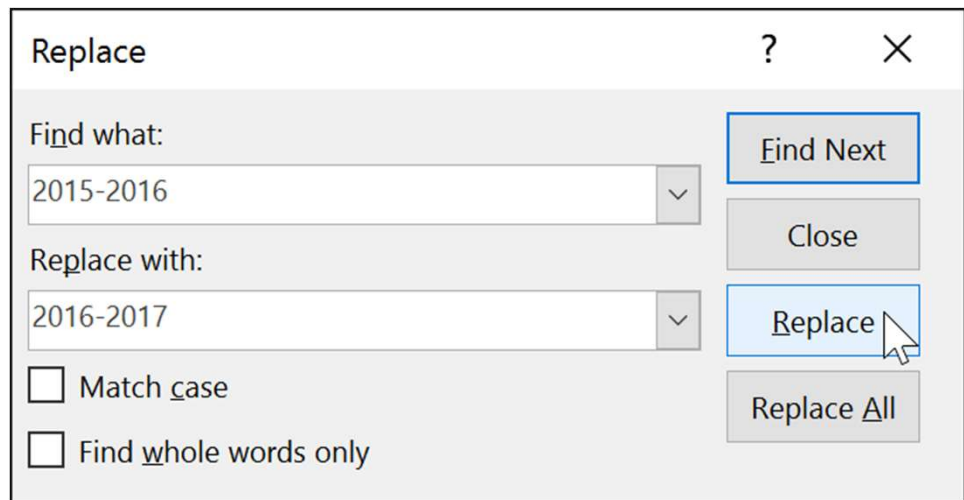
1. From the **Home** tab, click the **Replace** command.

2. A dialog box will appear. Type the text you want to find in the **Find what:** field.

3. Type the text you want to replace it with in the **Replace with**: field, then click **Find Next**.

4. If the text is found, it will be selected. Review the text to make sure you want to replace it.

5. If you want to replace it, select one of the **replace** options. **Replace** will replace individual instances, and **Replace All** will replace every instance. In our example, we'll use the **Replace** option.

6. The selected text will be **replaced**.

7. PowerPoint will move to the next instance of the text in the presentation. When you are finished replacing text, click **Close** to exit the dialog box.

When it comes to using **Replace All**, it's important to remember that it could find matches you didn't anticipate and might not actually want to change. Only use this option if you're absolutely sure it won't replace anything you didn't intend it to.