

Find and Replace: Advanced

60 minutes

ICT Specialism 1: Word processing

Outcome M1.U2.3

WHAT THIS LESSON DOES

Advanced Find and Replace helps you fix inconsistent terms in documents quickly and accurately. You will use Match case, careful replacement, and simple formatting clean-up so a newsletter is fit for a real reader.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U2.3	Proof and edit a document before printing.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Use Match case so Find respects capital letters
- Clean leftover draft formatting (for example a bold DRAFT stamp) when browser Find cannot search by format
- Unify inconsistent project terminology with careful Find Next and Replace

BEFORE THE BELL

- Prepare the on-screen mixed-name sample (Portlaoise Repair Café variants work well).
- Confirm every student can open sm1_doc2_newsletter.docx, or list named fallbacks on the board (default: bank sm1_find_replace_practice_v4).
- Decide that the bankable artefact name for this pass is sm1_doc2_newsletter_v4 (copy first, then edit).
- Optional support: pre-create sm1_find_replace_practice with the four sample lines already pasted.
- Have one short sample paragraph ready on screen with mixed project-name spellings. Confirm students can reach Project_Portfolio / 09_specialism / sm1 and that sm1_doc2_newsletter.docx (or named fallback) is available before practice. Board list: Missing newsletter → bank sm1_find_replace_practice_v4.
- No prep needed beyond the on-screen inconsistent-name sample.
- Students need Word Online or Google Docs and access to Project_Portfolio / 09_specialism / sm1. Optional support pack: pre-filled sm1_find_replace_practice. Board fallback name sm1_find_replace_practice_v4 before IP.
- No prep needed.
- Confirm each student can open sm1_doc2_newsletter.docx or the named fallback before this step. Collect sm1_doc2_newsletter_v4 (or sm1_find_replace_practice_v4) as the KA-facing artefact name.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
5 min	content	Key concepts
12 min	activity	Step-by-step task
4 min	content	Common issues
24 min	activity	Independent practice
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Model Find Next then Replace on the classroom screen before students attempt the task. Optional comic bad Replace All first.
- Also demo File Save as (Word Online) or File Make a copy (Google Docs) once during or just before the guided task.
- Hard-stop the step-by-step so IP keeps its full block; newsletter open and copy happen at the start of practice.
- Circulate during activities to observe Match case and Find Next rather than Replace All.
- Facilitate whole-class discussion in the reflection section to share real examples from projects.
- Keep the optional terms checklist as early-finisher or homework only.

WHAT TO WATCH FOR

- Students paste the sample as one paragraph or with slash marks, fix line breaks before Find starts.
- Students apply Replace All without checking matches, instruct them to use Find Next first and replace individually until confident.
- Match case appears missing in Word Online, show the options control (gear, chevron, or More).
- Students edit the live newsletter without copying, insist on sm1_doc2_newsletter_v4 first.
- Forgetting to undo a bad replacement, prompt immediate use of the undo shortcut.

DIFFERENTIATION

- Support: Provide the pasteable Line 1-4 sample and the quick platform checklist printed beside the machine.
- Support: Pre-filled practice file and paired work during the step-by-step for those who need a reader-buddy.
- Extension (early finishers only): Second-document clean-up with a three-row "Terms to standardise" note, then delete from print-ready copies.