

LESSON 20

Find, Replace and Word Count

60 minutes

ICT1: Introduction to the computer and word processing

Outcome M1.U2.3

WHAT THIS LESSON DOES

In this lesson you will discover how to quickly find specific words or phrases in a document, replace them consistently across the text, check the overall word count, and update placeholders in your proposal to keep it ready for submission.

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 Find to locate words in a longer document
- Use Replace to change wording consistently throughout
- Check word count and explain why it matters for assignments
- Replace a placeholder with the real project name and record the word count

BEFORE THE BELL

- Pre-class file check: every student should have 03_proposal_draft in 03_documents. Prepare a one-page starter 03_proposal_draft template with two [project] mentions for absentees so independent practice still banks a cleaned proposal artefact. Keep the filename identical (03_proposal_draft).
- Pre-place 03_find_replace_practice with the three-sentence sample already pasted in each student's 03_documents folder (or a shared class folder) so the drill starts at Find. Exact sample text: This proposal sets out the plan for [project]. The goal of [project] is to give local customers a simple booking option. [project] will run for six weeks in the local area. Before the bell, verify the file opens on at least one student machine per row. Keep a shared read-only link and a board copy of that sample ready if folder drops fail, students paste only, never retype from a long instruction line.
- Have a short projected "messy draft" snippet (two name variants) ready for the 30-second model before independent practice.
- Printed reference materials for key concepts are optional only.
- Pre-class: check every student has 03_proposal_draft in 03_documents. Prepare a one-page starter 03_proposal_draft template (same filename) with two [project] mentions for absentees. Pre-place 03_find_replace_practice (sample paragraph already pasted) in each student's 03_documents folder or a shared class folder; also keep a shared read-only link to the sample paragraph ready. Students need cloud access (OneDrive or Google Drive). No printing required.
- Pre-create 03_find_replace_practice in each student's 03_documents (or shared class folder) with this exact sample already pasted: 'This proposal sets out the plan for [project]. The goal of [project] is to give local customers a simple booking option. [project] will run for six weeks in the local area.' Before the bell, verify the practice file opens on at least one student machine per row. Keep a shared read-only link and a board copy of that same sample ready if individual folder drops fail, students must paste, never retype. Students need Word Online or Google Docs in the browser.
- Students need their existing 03_proposal_draft (or the starter template already renamed to 03_proposal_draft from the pre-class check). Spot-check that word-count lines are realistic (not blank or obviously invented) and that Find on the old text shows 0 matches.

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HOW THE LESSON RUNS

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

TEACHING MOVES

- Confirm every proposal file is open before the warm-up question.
- Key concepts: project one table row at a time; read the worked sample aloud.
- Model Find → Replace All → Find-again → Word count once on the class machine before students follow their platform branch.
- Pause for the class checkpoint: Find [project] again and confirm 0 matches before leaving the drill.
- Before independent practice, run the 30-second messy-draft Find (old nickname / mixed title) so students see what to hunt on a real proposal.
- Circulate during independent practice; spot-check Find = 0 and the word-count line before students finish.
- Facilitate a brief whole-class discussion on when to use Replace all; open reflection on the word-count line.
- On Mac, steer students away from Cmd+H for Replace in the browser, it hides the window; use the Home → Editing → Replace menu path.

WHAT TO WATCH FOR

- Searching with incorrect spelling or brackets - check exact text match before searching.
- Incomplete replacements - run Find on the old placeholder to confirm zero matches remain.
- Omitting word count recording - include noting the count as part of the task.
- Using Cmd+H for Replace on Mac - use the menu path instead.
- Starter file left as Untitled or a random name - rename to 03_proposal_draft before independent practice.
- Replace All on a short common word - prefer the full placeholder or full old name.

DIFFERENTIATION

- Support: Offer step-by-step visual aids for using the tools.
- Extension: Challenge students to standardise multiple phrases in their document.
- Support: Allow paired work during the practice activity for discussion.