

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 in preparation for 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 file name students save this pass as is sm1_doc2_newsletter_v4, made as a copy before any editing.
- 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.
- 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 and then Replace on the classroom screen before students attempt the task, and show a deliberately bad Replace All first if you want the danger to stick.
- Also demonstrate File Save as (Word Online) or File Make a copy (Google Docs) once during or just before the guided task.
- Close the step-by-step task at twelve minutes so that independent practice keeps its full twenty-four, because opening the newsletter and making the copy happen at the start of that 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: Pair slower typists with a reader-buddy during the step-by-step task.
- Extension (early finishers only): Second-document clean-up with a three-row "Terms to standardise" note, then delete from print-ready copies.