

Student Practice 5.13

Objective: To Find and Replace text within a document

Instructions:

1. Replace the arrows with a blank.
2. Replace the word girl with the word boy
3. Replace the word she with the word he (where appropriate)
4. Replace the word her with the word his (where appropriate)
5. Spell check the document and correct any mistakes
6. Edit the document so it is easier to read (remove indents, tabs, returns, etc.)

Note: Be careful. Sometimes the “her or she” refers to the mother, not the child.

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> > > > A kindergarten teacher was observing her classroom of children
> while > > they
> > > drew. She would occasionally walk around to see each child's
artwork.
> As
> > > she got to one little girl who was working diligently, she asked
what
> the
> > > drawing was. The girl replied, "I'm drawing God." The teacher
paused
> and
> > > said, "but no one knows what God looks like." Without missing a
> beat,
> or
> > > looking up from her drawing the girl replied, "They will in in a
> minute."
> > > >
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> > > > One day a little girl was sitting and watching her mother do
the
> dishes
> > > at the kitchen sink. She suddenly noticed that her mother has
several
> > > strands of white hair sticking out in contrast on her brunette
head.
> She
> > > looked at her mother and inquisitively asked, "Why are some of
your
> hairs
> > > white, Mom?" Her mother replied, "Well, every time that you do
> something
> > > wrong and make me cry or unhappy, one of my hairs turns white."
The little
> > > girl thought about this revelation for a while and then said,
"Momma,
> how
> > > come ALL of grandma's hairs are white?"
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