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如何透過 Word 快速搜尋與替換文字

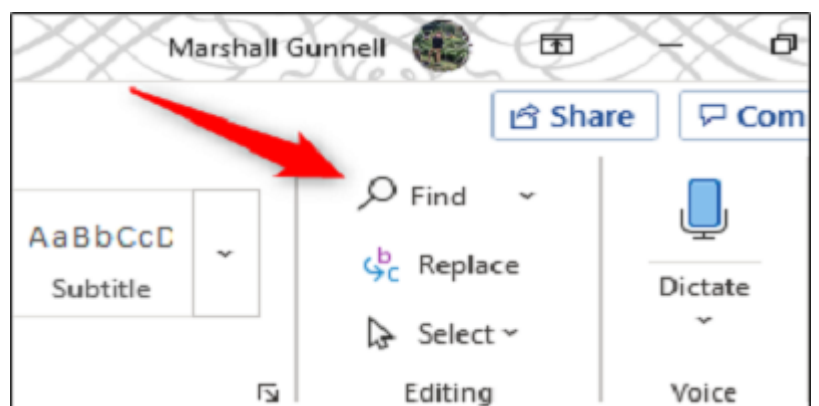
如何透過 Word 快速搜尋與替換文字



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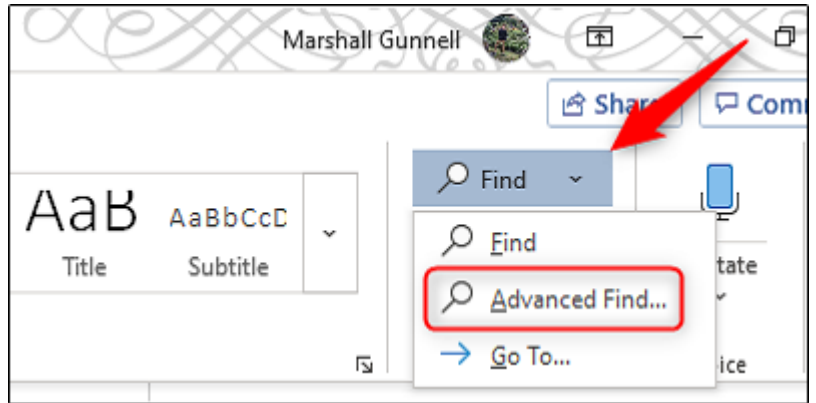
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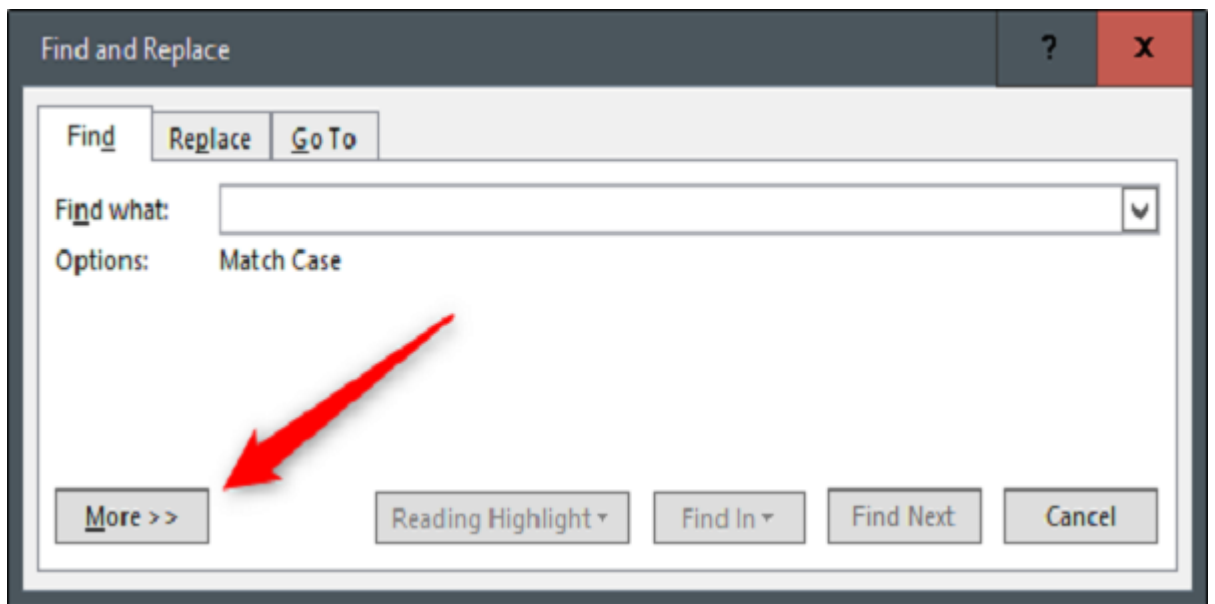
# Microsoft Word 2010 Search Options

Microsoft Word 2010 Search Options are located in the Home tab of the Ribbon. The Search group contains the Find, Find All, and Find Next buttons. The Find button is the most commonly used search option. It opens the Find and Replace dialog box, which allows you to search for text in the document. The Find All button opens the Find and Replace dialog box with the Find All tab selected. The Find Next button opens the Find and Replace dialog box with the Find Next tab selected.

Advanced Find is located in the Find dropdown menu. It opens the Advanced Find and Replace dialog box, which allows you to search for text in the document using advanced search options. The Advanced Find and Replace dialog box is located in the bottom right corner of the Word window.



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