Activity Overview

The find and replace feature in Word is one of those elements that makes word processing so great. Editing a first draft is often tough enough without having to find recurring text throughout a document. With find and replace, your computer does the searching and replacing for you.

In this activity you will type a summary from one of today’s hottest TV shows, Glee, and replace text within the document.

Instructions

1. Open a NEW document in Word
   * Unless otherwise stated, the font should be 12 point Time New Roman.
2. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
3. Starting on the first line of the document, type the article text exactly as shown in Figure 7-1.
4. Save the document as GLEE.
5. Find and replace the words provided in the table below. When complete, you should have 20 replacements.
   * Note: Be careful not to replace “Jane Lynch” with “Ms. Lynch.”

<table>
<thead>
<tr>
<th>Find</th>
<th>Replace With</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glee</td>
<td>GLEE</td>
</tr>
<tr>
<td>Lynch</td>
<td>Ms. Lynch</td>
</tr>
<tr>
<td>Cheerios</td>
<td>“Cheerios”</td>
</tr>
<tr>
<td>Glee club</td>
<td>Glee Club</td>
</tr>
</tbody>
</table>
6. Carefully proofread the document for spelling, grammar, and accuracy.
7. Resave the document.
8. Print the document if required by your instructor.
Jane Lynch Portrays Sue Sylvester in TV’s Hottest Show, Glee

Jane Lynch was born and raised in Dolton, IL, the daughter of a homemaker mother and a banker father. She was raised in an Irish Catholic family and attended Thornridge High School. She received her bachelor’s degree in theatre from Illinois State University and her MFA from Cornell University, also in theatre. She lived in Chelsea for a year and a half.


As of 2009, Lynch currently appears on the Fox series Glee. Glee is a musical comedy-drama television series that airs on the Fox network. It focuses on a high school show choir (a modern glee club) called “New Directions,” at the fictional William McKinley High School in Lima, OH. Lynch has won glowing reviews for her role as the aggressive cheerleading coach Sue Sylvester. Sue is a William McKinley High School teacher and is the coach of the cheerleading squad, the Cheerios. She detests the glee club and their teacher, attempting to bring them down at any cost. She is jealous of the glee club’s talent and also holds grudges to unhealthy, almost super-villain levels, particularly her desire to destroy the glee club for getting money that had once been promised to her Cheerios.

However, Sue is not completely without her soft-side. She is very loving towards her sister Jean, who suffers from Down Syndrome and who Sue visits as often as she can. This love
for her sister caused Sue to donate money to the school to help disabled kids, and to allow a student with Down Syndrome to join the Cheerios.


Lynch recently helped unveil a wax figure of her famous character Sue Sylvester from the Fox hit series at Madame Tussaud’s in Hollywood. While Lynch commented that it was an amazing honor, she also compared the experience to seeing herself in a coffin.

Glee finished it’s last episode spring of 2015, but the show’s episodes can still be seen online at www.Fox.com/Glee.