

## Replace Handout

**Directions:** Follow the steps below to complete your assignment.

1. Type your name, assignment name (Replace Handout), and date on three lines in the top, left corner of your page.
2. Press Enter twice to leave a blank line.
3. Type the following text (without the quotes):  
“Spearheaded by Sen. Dennis Nolan, the bill proposes that children up to age 9 or who weigh up to 80 pounds should be restrained in booster seats.

As the law stands, children up to age 5 or who weigh 40 pounds are required to be in child-safety seats.

The bill draft also addresses the need to have the child safety seat fastened to the vehicle’s seat and increases the fine to \$100.

The current law does not require the safety seat be secured to the vehicle and the fine is between \$35 and \$100.”

4. In the first paragraph, change the name Dennis Nolan to the name of the person to your right. (if you are at the right end of the row, ask the name of the person at the beginning of your row).
5. Change all the fonts to Arial Narrow.
6. Change all the font size to 14.
7. Underline the assignment name.
8. **Save** this document to your disk with the filename ‘**children**’.
9. Replace all the occurrences of the word ‘child’ (only the exact word) with the word monkey.
10. Replace all the occurrences of the word ‘children’ (only exact word) with the word ‘monkeys’.
11. Replace all the occurrences of ‘safety’ with the word ‘ejector’.
12. Replace the word ‘restrained’ with the word ‘launched’.
13. Move the last paragraph up so that it is the second paragraph.
14. Using the **save as** command, save this document to your disk with the filename ‘monkeys’.
15. Select the **Print Preview** option.
16. Change the orientation to **Landscape**.
17. Press **Print**.
18. Close your document without saving.