To find a word or phrase in your Word Document...

1. Press Ctrl + F on your keyboard or Click the Edit Menu and choose Find... and a dialog box will open up.

2. Type the word (or phrase) you are looking for in the Find what box. Click the Find Next or Find All button, depending on which is available to you.
To Find a word or phrase on a web page:

1. Press Ctrl + F on your keyboard or Click the Edit Menu and choose Find in This Page...

2. Look for the Find: box at the bottom box at the bottom left of your screen and type in the word or phrase you are searching for. Click Next to find the first location, or Highlight All to see all locations of that word of phrase at once.