The computer lab is open every day. Students can use the computer lab to complete assignments, practice typing, and learn new software. The computer lab is equipped with modern computers and printers. Please maintain silence in the computer lab.

(Bookman Old Style, 22)

- Task **1: Find**

  - Use the **Find** feature to locate all instances of the word **computer**.
  - Count how many times it appears in the paragraph.
  - Highlight each occurrence manually.

- Task **2: Replace**

  - Use the **Replace** feature to change every instance of **computer lab** to **IT room**.
  - Make sure the changes are applied throughout the document.

- Task **3: Advanced Replace**

  - Replace the word **Students** with **Learners**.
  - Replace **silence** with **discipline**.