

## CHAPTER THREE: EDITING DOCUMENTS

### This Chapter Will Include:

- Selecting Text
- Editing and Deleting Text
- Using the Undo and Redo Features
- Copying and Pasting Text
- Inserting Symbols

### Selecting Text

You can use both the mouse and the keyboard to select blocks of text in Microsoft Word.

#### **Using the mouse:**

Selecting text using the mouse involves either clicking the mouse a certain number of times in a paragraph, or clicking and dragging the mouse to another location in the document. Here is a list of actions done with the mouse and their results:

<b>Mouse Action</b>	<b>Result</b>
Click and drag over the text	Selects any amount of text
Double-click a word	Selects the word
Click in the left margin adjacent to the line	Selects a line of text
Drag up or down in the left margin adjacent to the lines	Selects multiple lines
Hold <b>CTRL</b> , then click anywhere in the sentence	Selects a sentence
Double-click in the left margin adjacent to the paragraph	Selects a paragraph
Triple-click anywhere in the paragraph	Selects a paragraph
Click at the start of the text, then move the mouse to the end of the text, hold <b>SHIFT</b> , then click again	Selects a large amount of text
Hold <b>ALT</b> and drag across the text	Selects a column of text
Select the first item using one of the above methods, hold <b>CTRL</b> , then select additional text.	Selects multiple lines of text that are not adjacent

**Using the keyboard:**

Selecting text using the keyboard can be faster at times than using the mouse. Here is a list of actions done with the keyboard and their results:

<b>Keyboard Action</b>	<b>Result</b>
Press <b>SHIFT+Left Arrow</b> or <b>SHIFT+Right Arrow</b>	Selects the character to the left or right of the cursor
Press <b>SHIFT+Up Arrow</b> or <b>SHIFT+Down Arrow</b>	Selects the text between the cursor and the character directly above or below the cursor
Press <b>SHIFT+Home</b> or <b>SHIFT+End</b>	Selects the text between the cursor and the beginning or end of the line
Press <b>CTRL+SHIFT+Left Arrow</b> or <b>CTRL+SHIFT+Right Arrow</b>	Selects the text between the cursor and the beginning or end of a word
Press <b>CTRL+SHIFT+Up Arrow</b> or <b>CTRL+SHIFT+Down Arrow</b>	Selects the text between the cursor and the beginning or end of a paragraph
Press <b>CTRL+SHIFT+Home</b> or <b>CTRL+SHIFT+End</b>	Selects the text between the cursor and the beginning or end of the document
Press <b>CTRL+A</b>	Selects the entire document

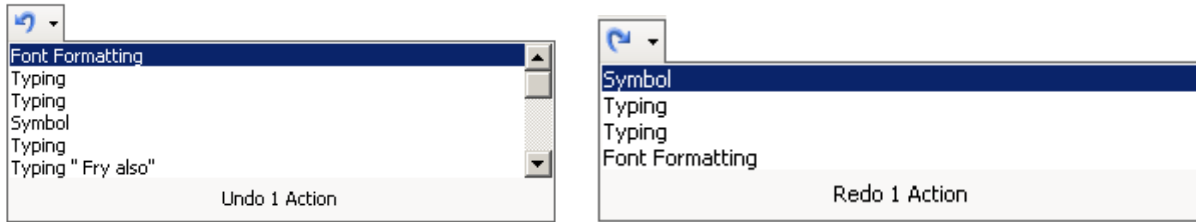
## Editing and Deleting Text

There are several ways to edit and delete text. Remember these rules when modifying text:

- Once text is selected with the cursor or keyboard, any text typed using the keyboard will replace the selected text.
- Pressing the **Backspace** key once deletes one character behind the cursor.
- Pressing the **Delete** key once deletes one character in front of the cursor.
- If a large block of text is selected when the Backspace or Delete keys are used, the entire selected text will be deleted.
- Text will be inserted whenever the cursor is. If the cursor is placed between two characters, the text you type will appear between those characters.
- You can combine the Backspace or Delete keys with the keyboard functions listed above to delete greater amounts of text.

## Using the Undo and Redo Features

Many computer programs, including Microsoft Word, store recent changes you have made to a document in the computer's memory. If you have performed an action that you would like to reverse, simply click the **Undo** button. Similarly, if you have undone an action that you want to perform again, click the **Redo** button. Once you close the document, Word will no longer remember any changes you have made and the Undo/Redo features cannot be used.



To use the Undo button, follow these steps:

1. On the **Standard toolbar**, find the **Undo** button.
2. Click the **down arrow** next to the Undo button to display a list of actions you can reverse.
3. Note that if you would like to undo an action that is in the middle of the list, you must undo all the actions listed before it first.
4. Click the action you wish to reverse and the document will update with the changes.
5. If you want to reverse only the most recent action, you can simply click the Undo button without opening the Undo drop-down menu.

To use the Redo button, follow these steps:

1. On the **Standard toolbar**, find the **Redo** button.
2. Click the **down arrow** next to the Redo button to display a list of actions you can repeat.
3. Note that if you would like to redo an action that is in the middle of the list, you must redo all the actions listed before it first.
4. Click the action you wish to repeat and the document will update with the changes.
5. If you want to repeat only the most recent action, you can simply click the Redo button without opening the Redo drop-down menu.

## Copying and Pasting Text

Using the **cut**, **copy**, and **paste** functions, you can move text in a document from one location to another, or even move text from one document to another. There are three methods for moving text: using the **cut**, **copy**, and **paste** functions on the Standard toolbar, using the **Office Clipboard**, or using the **drag-and-drop method**.

Using the Cut, Copy, and Paste Functions:

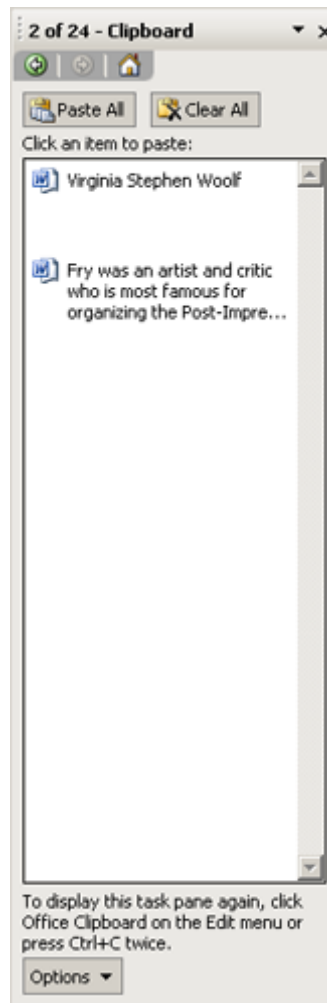
1. To **cut** a selection of text, highlight the area you want to cut and do one of three things:
  - a. Right-click on the area and select **Cut** from the menu that appears
  - b. Find the **Cut** command on the **Standard toolbar** and click it
  - c. Go to **Edit** on the **Menu toolbar** and select **Cut**
2. To **copy** a selection of text, highlight the area you want to copy and do one of three things:
  - a. Right-click on the area and select **Copy** from the menu that appears
  - b. Find the **Copy** command on the **Standard toolbar** and click it
  - c. Go to **Edit** on the **Menu toolbar** and select **Copy**
3. To **paste** a selection of text, move the cursor to where you want the pasted text to appear and do one of three things:
  - a. Right-click and select **Paste** from the menu that appears
  - b. Find the **Paste** command on the **Standard toolbar** and click it

- c. Go to **Edit** on the **Menu toolbar** and select **Paste**

#### Office Clipboard:

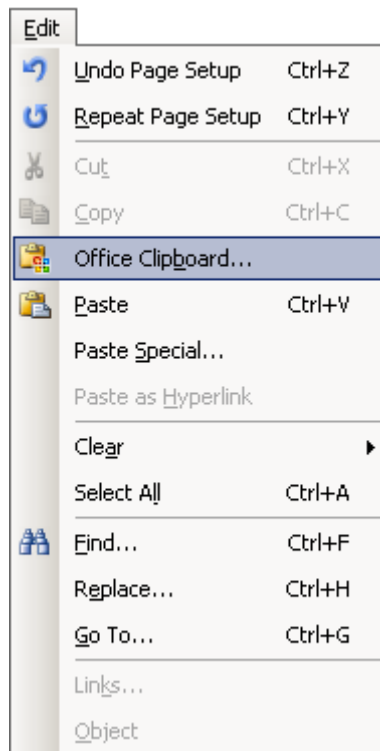
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The Office Clipboard is a toolbar on the right side of the screen that stores multiple items that have been copied. When two items are copied in a row, the clipboard automatically appears. You can use the clipboard to paste items or to remove them from the copied list.



To use the Office Clipboard, follow these steps:

1. Select a line of text you wish to cut or copy and use one of the methods above to cut or copy the text.
2. Select another piece of text and use one of the methods above to cut or copy the text. A new toolbar will open on the right side of the screen containing the two items you copied.
  - a. If you wish to open the Office Clipboard before you begin copying items, click on **Edit** in the **Menu toolbar** and select **Office Clipboard**.



3. In the Office Clipboard toolbar, hover your mouse over one of the copied items. By clicking on the item, you can paste the text into the document wherever your cursor is.
4. When you hover your mouse over the item, you should notice that an arrow appears to the right of the item. Click on the arrow to reveal a drop-down list with the **Paste** and **Delete** commands.



5. To remove the copied item from the clipboard, click the **Delete** command.
6. To paste all the items in the clipboard, select the **Paste All** button at the top of the clipboard.
7. To delete all the items from the clipboard, select the **Clear All** button at the top of the clipboard.

### The Drag-and-Drop Method:

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The drag-and drop method allows you to click and drag text from one location to another. You can also copy text using this method. In some cases, this can be faster than cutting or copying text.

To move text using the drag-and-drop method, follow these steps:

1. Select the text you wish to move.
2. Click anywhere in the selected text and hold the mouse down. The cursor and mouse pointer will change to reflect your intended action.



3. While continuing to hold the mouse button down, move the pointer in any direction. This moves your cursor; wherever you move the cursor is where the text will move to.
4. Once you have the cursor where you want the text to be, release the mouse and your text will move to where the cursor is.

To copy text using the drag-and-drop method, follow these steps:

1. Select the text you wish to copy.
2. Click anywhere in the selected text and press **CTRL**. The cursor and mouse pointer will change to reflect your intended action.



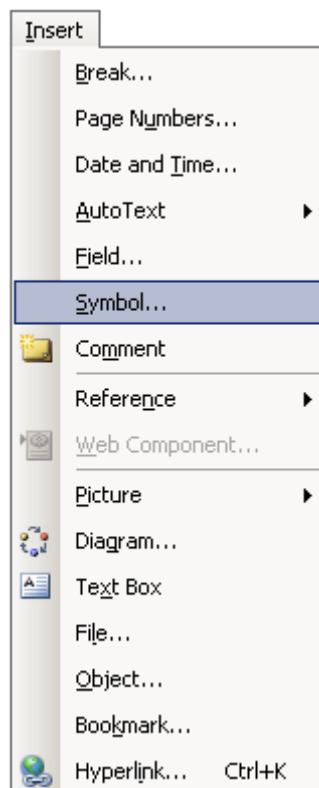
3. While continuing to hold the mouse button down, move the pointer in any direction. This moves your cursor; wherever you move the cursor is where the text will copy to.
4. Once you have the cursor where you want the copied text to appear, release the mouse and your text will copy to where the cursor is.

## Inserting Symbols

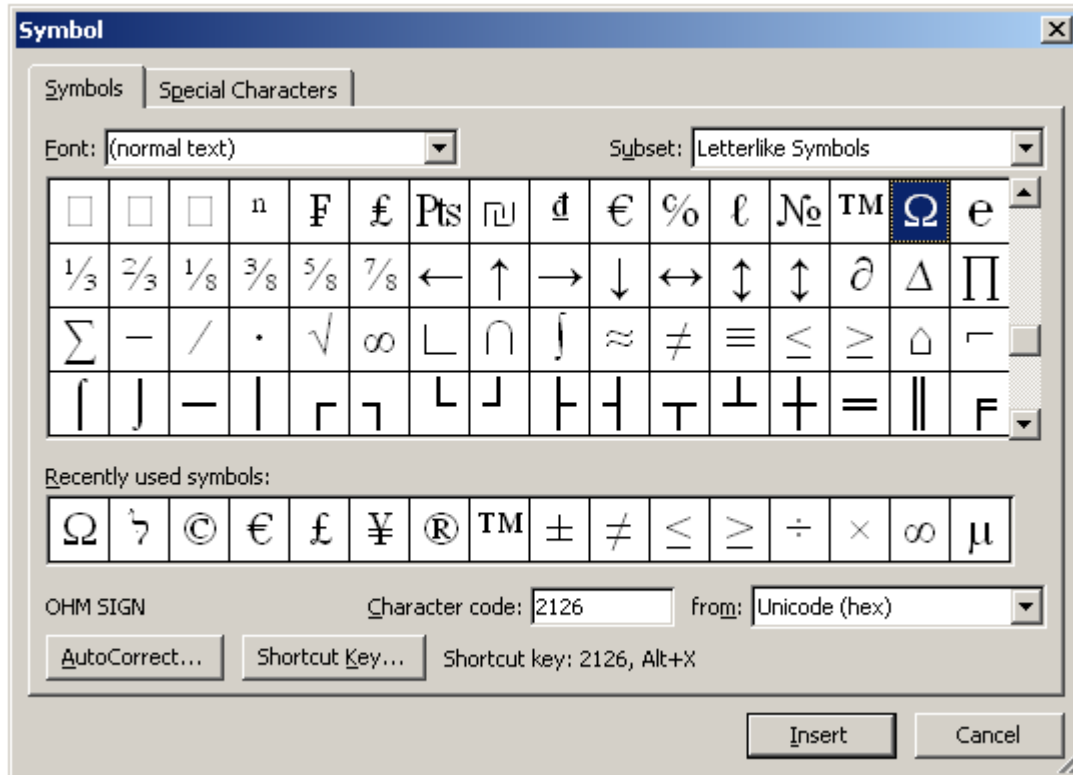
**Symbols**, such as the copyright symbol, can be inserted into a document whenever the cursor is.

Follow these steps to insert a symbol:

1. Click **Insert** on the Menu toolbar and select **Symbol**.



2. In the **Symbol Dialog Box**, choose a symbol and click the **Insert** button. Note that the symbol will insert itself wherever the cursor is in the document.



3. Once you have inserted a symbol, the window will remain open, allowing you to add any more symbols. You can also click anywhere in the document itself to move the cursor before adding more symbols.
4. To close the Symbol window, click **Cancel**.