

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 and Equations

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:

Mouse Action	Result
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 CTRL , 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 SHIFT , then click again	Selects a large amount of text
Hold ALT and drag across the text	Selects a column of text
Select the first item using one of the above methods, hold CTRL , 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:

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

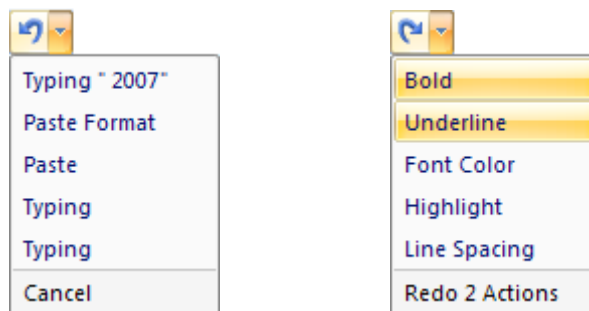
Editing and Deleting Text

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 2007, 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.

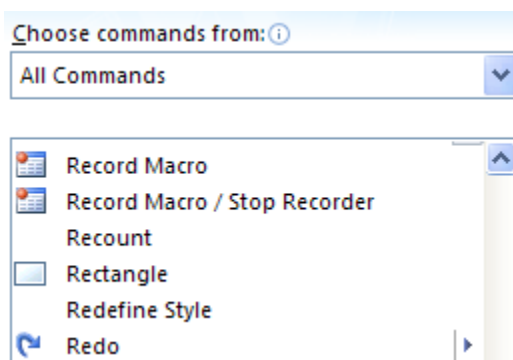


To use the Undo button, follow these steps:

1. On the **Quick Access toolbar**, find the **Undo** icon.
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 **Quick Access toolbar**, find the **Redo** icon.
2. By default, the Quick Access Toolbar displays the icon for the **Redo and Repeat** function. This only allows you to redo one action, although you can repeat it as many times as necessary. If you want to add the Redo button that allows you to redo more than one action, you need to open the **Customize** section of the **Word Options Dialog Box** (accessed by clicking the **Customize Quick Access Toolbar** arrow and selecting **More Commands**), scroll through the **All Commands** list, and choose the Redo button from the list.



3. The Redo button works the same way as the Undo button; simply click the drop-down arrow next to it to see a list of available actions you can perform. To repeat only the most recent action, you can click the Redo button without opening the 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. **Cutting** text removes a selected part of the document and stores the information in the computer's memory. **Copying** text stores a selected part of the document in the computer's memory without deleting it from the document. **Pasting** text places a selection of the document that was previously cut or copied wherever the cursor is.

There are three methods for moving text: using the **cut**, **copy**, and **paste** functions on the Ribbon or Quick Access Toolbar, using the **Office Clipboard**, or using the **drag-and-drop method**.

To use the Cut, Copy, and Paste functions, follow these steps:

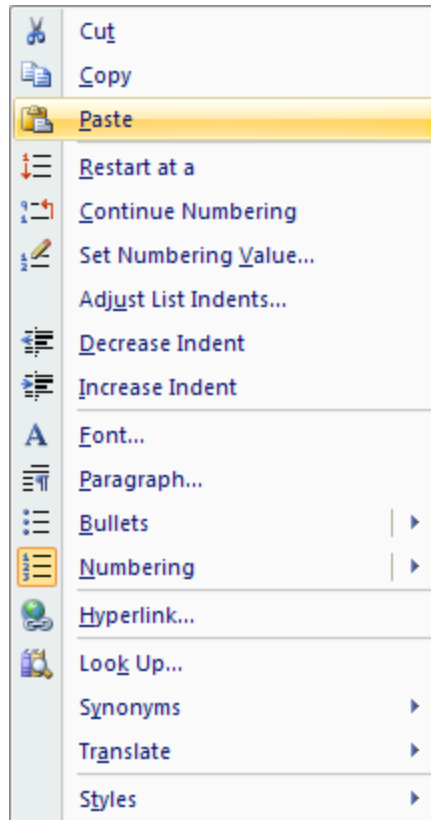
1. To **cut** a selection of text, highlight the area you want to cut and do one of three things:
 - a. Right-click on the area and select **Cut** from the menu that appears
 - b. Find the **Cut** command on the **Clipboard group** of the **Home** tab and click it



- c. Optionally, you can add the **Cut** icon to the **Quick Access Menu** for easy access
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 **Clipboard group** of the **Home** tab and click it
 - c. Optionally, you can add the **Copy** icon to the **Quick Access Menu** for easy access



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.

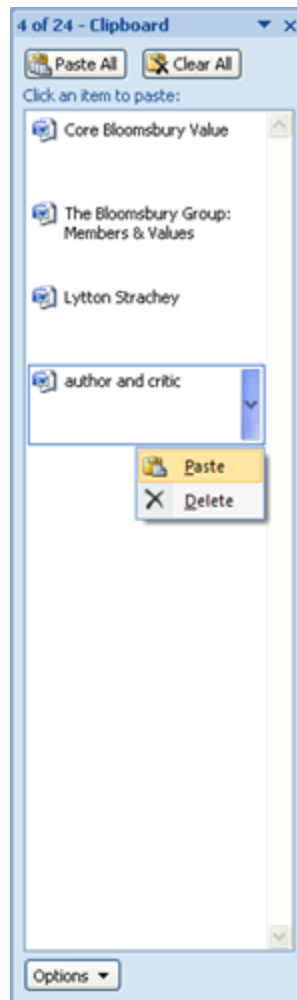


- b. Find the **Paste** command on the **Clipboard group** of the **Home** tab and click it
- c. Optionally, you can add the **Paste** icon to the **Quick Access Menu** for easy access

To use the Office Clipboard, follow these steps:

The Office Clipboard is a task pane on the left side of the screen that stores multiple items that have been cut or copied. You can use the clipboard to paste items or to remove them from the copied list.

1. To open the Office Clipboard, click the **Dialog Box Launcher** in the bottom-right corner of the **Clipboard group** on the **Home** tab. This will open the **Office Clipboard Task Pane**.
2. Cut or copy a selection of text and notice that it now appears in the Clipboard.
3. In the Office Clipboard task pane, 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.
8. To close the Clipboard task pane, click the X in the upper-right corner. Note that closing the task pane does not delete copied text.

To use the drag-and-drop method, follow these steps:

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.

1. Select the text you wish to move or copy.
2. To move text, click anywhere in the selection 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.

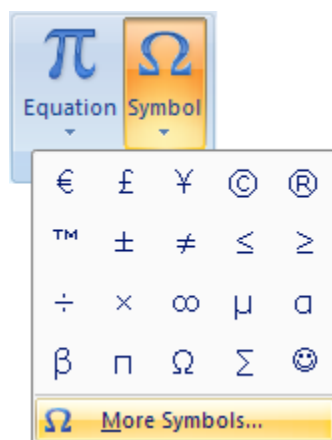
5. To copy text, click anywhere in the selected text and press **CTRL**. The cursor and mouse pointer will change to reflect your intended action.
6. While continuing to hold the mouse button down, move the pointer in any direction. Release the mouse and your text will copy to where the cursor is.

Inserting Symbols and Equations

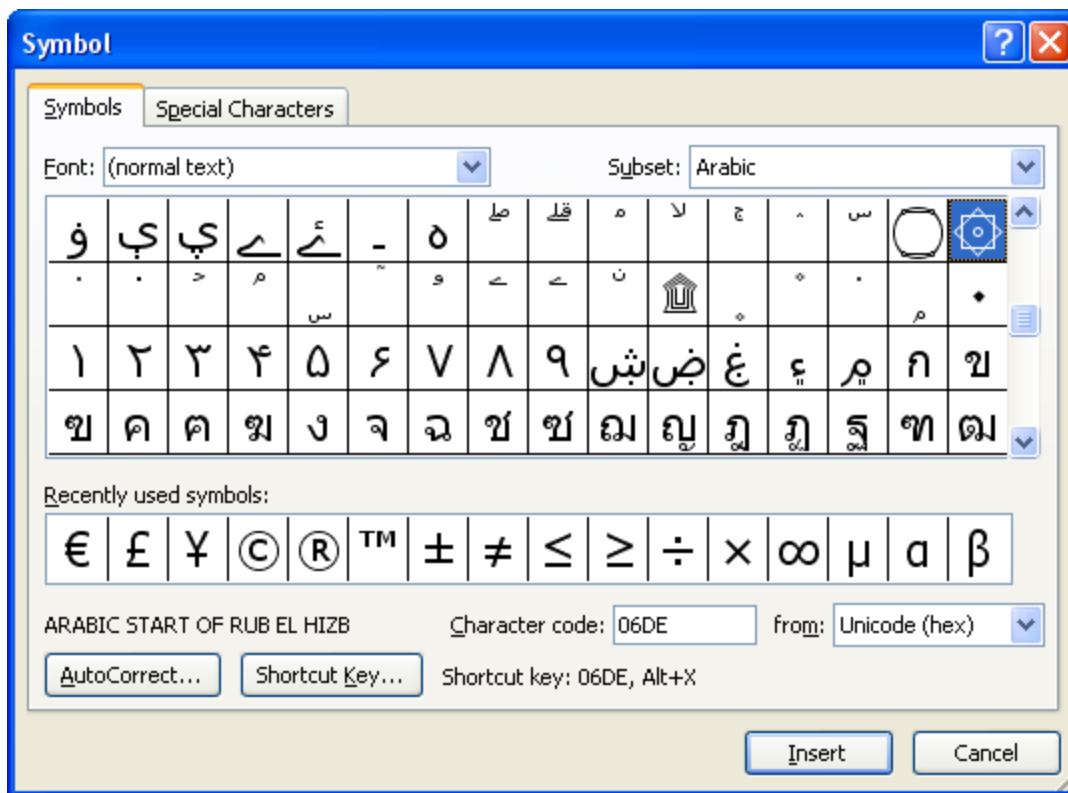
Symbols and equations can be inserted into a document whenever the cursor is.

To insert a symbol, follow these steps:

1. Click the **Insert** tab and select **Symbol** from the **Symbols group**.
2. This will display a drop-down menu of commonly used symbols. To view the entire collection of available symbols, click **More Symbols**.



3. 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.
4. 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.
5. To close the Symbol window, click **Cancel**.



To insert an equation, follow these steps:

1. Return to the **Insert** tab and select **Equation** under the **Symbols group**.
2. This will display a list of built-in equations. To add your own equation, either double-click the Equation icon or select **Insert New Equation** at the bottom of the equations list. A box will appear where the cursor is:

3. When you add a new equation, the **Equation Tools Tab** will also appear on the Ribbon.



4. To enter an equation, make sure the Equation box is selected and add your data. You can use the Equation Tools tab to add symbols to your equation.
5. To exit the Equation Tools tab, click anywhere in your document outside the equation box.