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From : Robert Grauer and Maryann Barber

Subject : Microsoft ® Word 2003

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This is just a short note to help you get acquainted with the insertion and replacement modes in Word for Windows. When the editing to be done results in one or more characters than currently exist, you want to be in insertion mode when making the change. On the other hand, when the editing to be done contains the same or fewer characters, replacements mode is best. When replacing characters, it is best to use mouse to select the characters to be deleted and then just type the new characters; the selected characters are automatically deleted and the new characters typed take their place.