Chapter 3: Basic Text Editing

DACC (D4) & HDRM (D4)

Chapter 3: Basic Text Editing

Learning Objectives

- By end of today's session, students will be able to:
  - **Type and delete text**
  - **Select text**
  - **Copy, cut and paste**
  - **Undo and redo actions**
  - **Use Word's spell check and grammar check**

Steps to Type Text

- **Place the cursor:** to the area of the document where you want to start typing.

- **Start Typing:** Begin typing on the keyboard, and the text will appear on the screen.

- **Word Wrap:** Word will automatically move the text to the next line when it reaches the margin, ensuring you don't have to manually press Enter at the end of each line.

- **New Paragraph**: Press **Enter** to create a new paragraph.

Deleting Text

- **Backspace Key:** Press the **Backspace** key to delete characters to the left of the cursor
- **Delete key**: press the **Delete** key to remove characters to the right of the cursor.
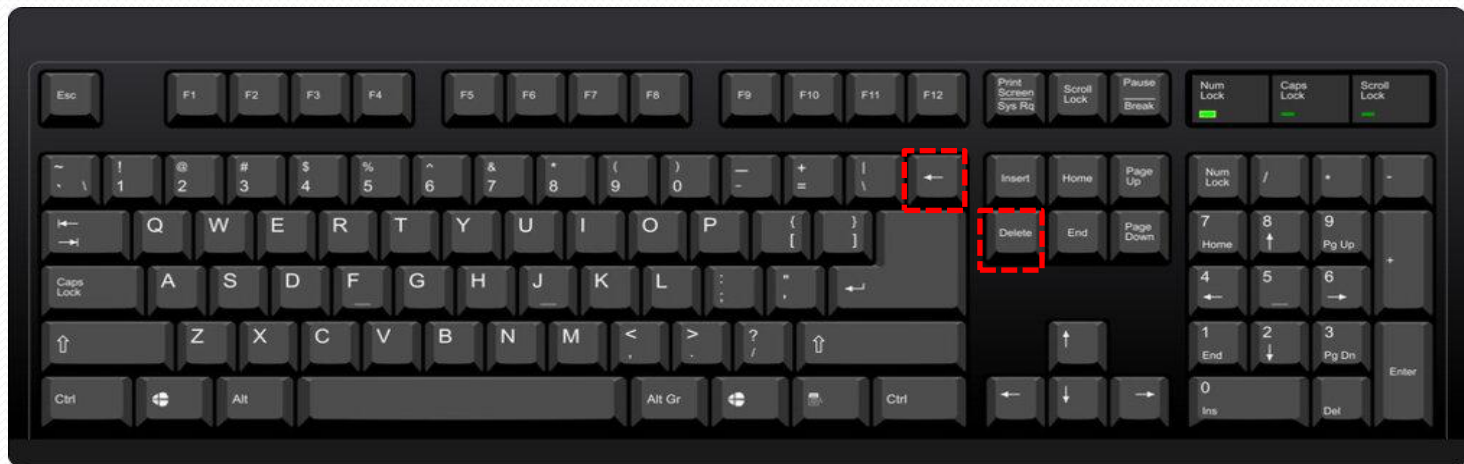
Selecting Text Using Mouse

- **Click and drag** = click at the beginning of the text, hold down left mouse button, and drag the cursor across the text you want to select.

- **Double-click** = select a single word

- **Triple-click** = select entire paragraph.

- **Shift + Click** = place cursor at the beginning of the text you want to select, hold down **Shift** key, then click at the end of the desired text.

Selecting Text Using Keyboard

- **Shift + Right Arrow**- select one character at a time.
- **Shift + Left Arrow** – select characters in reverse.
- **Shift + Down Arrow –** select text one line at a time.
- **Shift + Up Arrow** – select lines in reverse.
- **Ctrl + Shift + Right Arrow** –select entire words, rather than individual characters.
- **Ctrl + Shift + Left Arrow** – select whole words moving backwards.
- **Ctrl + Shift + Down Arrow** – select entire paragraph below the cursor.
- **Ctrl + Shift + Up Arrow** – select paragraphs above cursor.
- **Ctrl + A** – Selects entire document.

Copy, Cut and Paste

- **Copy** command duplicates the selected content without removing it from the original position.
- The copied content is stored in the clipboard. You can paste it multiple times.
- Copy [Ctrl + C]
- **Paste the content**: Ctrl + V
- **Cut** command removes selected text or content from its original position in the document and places it in the clipboard - a temporary storage area.
- Cut [Ctrl + X]
- **Paste the content**: Ctrl + V

Undo and Redo Actions

- **Undo** lets you reverse most recent action like accidently deleting text, incorrect formatting or any change you didn't intend.

- Undo [Ctrl + Z]

- **Redo** re-applies the last action you undid using the Undo command.

- Redo [Ctrl + Y]
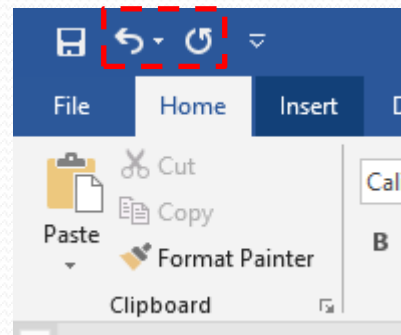
Spell Check and Grammar Check

- **Spell Check** tool identifies words that are misspelled or unrecognized. Misspelled words are underlined with a red squiggly line. Word suggests possible corrections so you can choose from.

- **Grammar Check** tool identifies issues with sentence structure, punctuation, and usage. Grammatical errors are underlined with a blue squiggly line, distinguishing them from spelling errors..
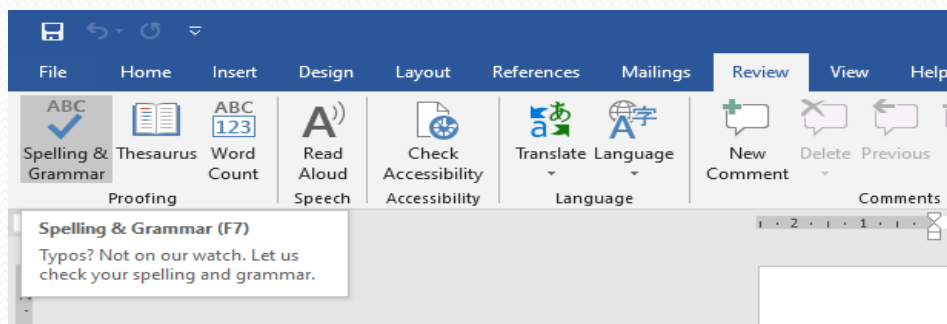
Review Questions

1. What's the difference between Delete and Backspace key?

2. In Word document what does red squiggly line and blue squiggly line indicate?

3. Under what tab on the Ribbon is spell check and grammar check located?

4. Write the function of the following keyboard short-cut keys:

   a. Ctrl + N =   Ctrl + W =   Ctrl + C =

   b. Ctrl + O =   Ctrl + P =   Ctrl + X =

   c. Ctrl + Z =   Ctrl + Home =   Ctrl + V =

   d. Ctrl + Y =   Ctrl + End =

Chapter 4: Formatting Text and Paragraphs

DACC (D4) & HDRM (D4)

Chapter 4: Formatting Text and Paragraphs

Learning Objectives

- At the end of this session, students will be able to:
  - Change font type, size and color of text in document.
  - Apply text formatting such as bold, italics, underline etc.
  - Use Format Painter.
  - Adjust line spacing and paragraph alignment.
  - Set indents and tab stops.
 - Create bullet points and numbered lists.

Formatting

- **Formatting** improves the appearance and makes your document looks more professional when using commands like font type, size, color, styles, etc. Applying bold, italic or underline to the text even makes the text appearance more appealing for readers.

Format Painter

- **Format Painter** copies formatting only from one place and applies it to another.

- Format Painter saves a lot of time without having to spend time in applying different formatting styles as one would do in another part of a document.
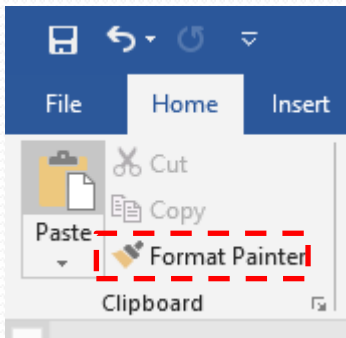
Alignment

- Text alignment is a paragraph formatting attribute that *determines the appearance of the text in a whole paragraph*

- There are four (4) types of paragraph alignment:
  - **Left alignment**: aligns text to the left margin.
  - **Center alignment:** aligns text in the center of the page.
  - **Right alignment**: aligns text to the right margin.
  - **Justified alignment**: distribute text evenly between the left and right margins.
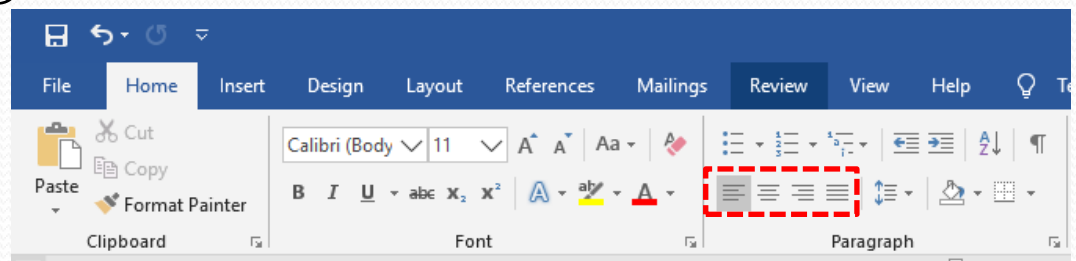
Indentation

- **Indentation** is the space between the margin and the beginning of a paragraph.

- There are four types of indentation in word document:
  - **Left indent** refers to the space between the beginning of each line in a paragraph and the left margin of the page.
  - **Right indent** refers to the space between the right edge of a paragraph and the right margin of the page
  - **First-line indent** indents the first line of a paragraph more than the other lines. It is the most common way to signal the start of a new paragraph.
  - **Hanging indent** where only the first line of a paragraph aligns with the left margin, while all subsequent lines are indented inwards.
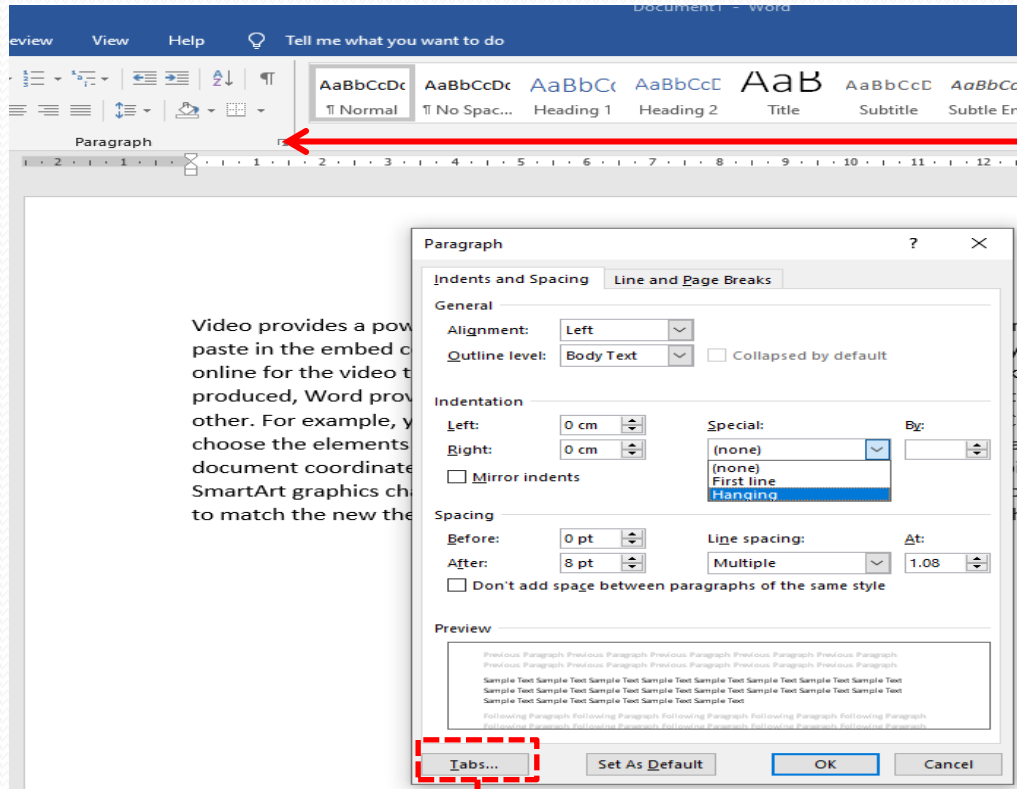
Indentation
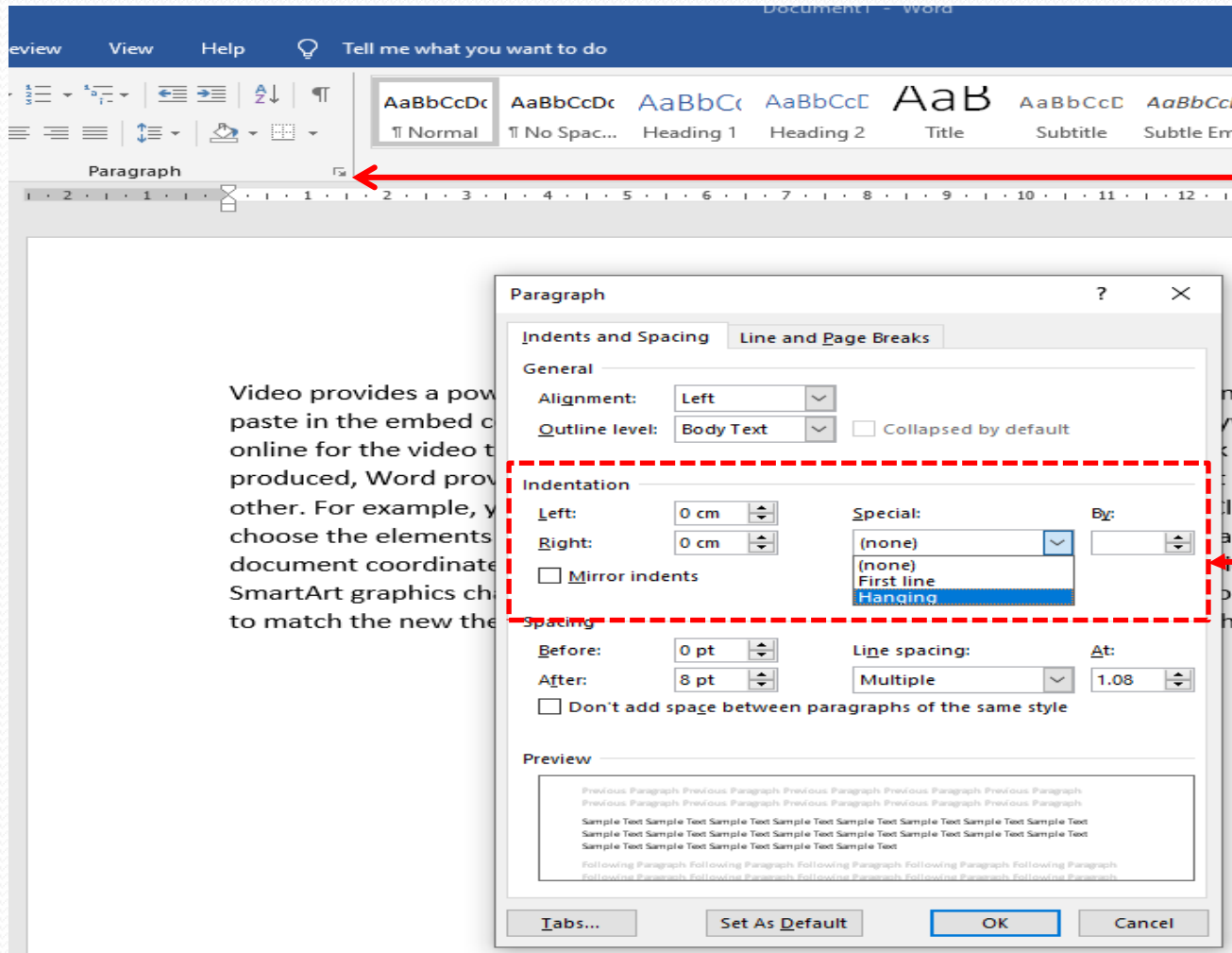
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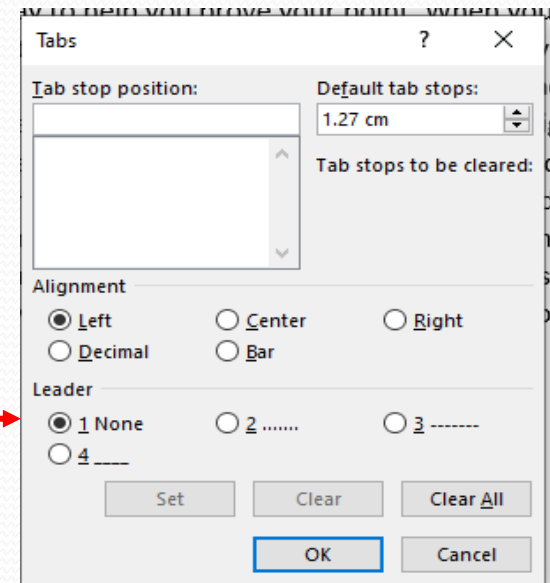
Tab Stop

- **Tab stops** are used to align text at specific horizontal points, often for lists, tables, or when creating forms.

- Indents and tab stops help align text within a document, making it more organized and easier to read.
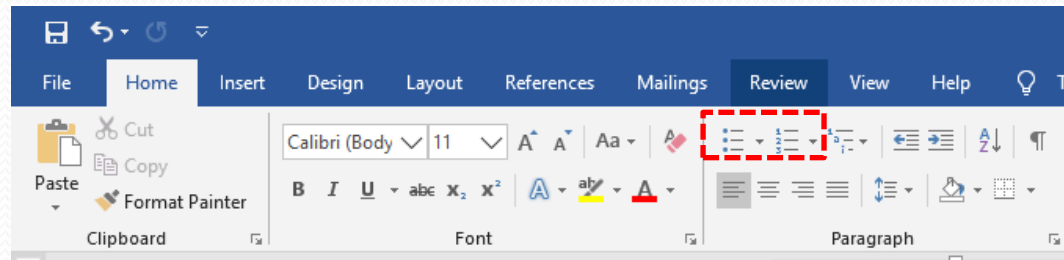
Tab Stop

First click the open paragraph dialog box option

Next on the paragraph dialog box click Tabs button

Bullet Points and Numbered Lists

- **Bullet Points** are symbols or icons used to create lists, typically for organizing ideas or steps.
- **Numbered Lists** are ordered list where items are numbered sequentially for charity or structure.

Review Questions

1. Explain formatting.
2. Explain format painter.
3. Name four (4) different types of paragraph alignment and their keyboard short-cut keys.
4. Name four (4) different types of Indentation.
5. Explain bullet points and numbered lists.