






Lesson 40

NO WAY STATIC Moving Text

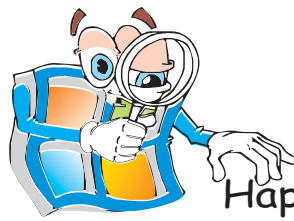
One way of organizing your document is to move its text from one location to another. This is especially true, for example, in case of inserting text to the second paragraph of the document when it should be in the third paragraph. The list of cases goes on. When this kind of discomfort arises, resolve it by moving text to the exact location. The result? A well organized document that is free from clerical errors.

FOR WINDOWS 7 USERS:

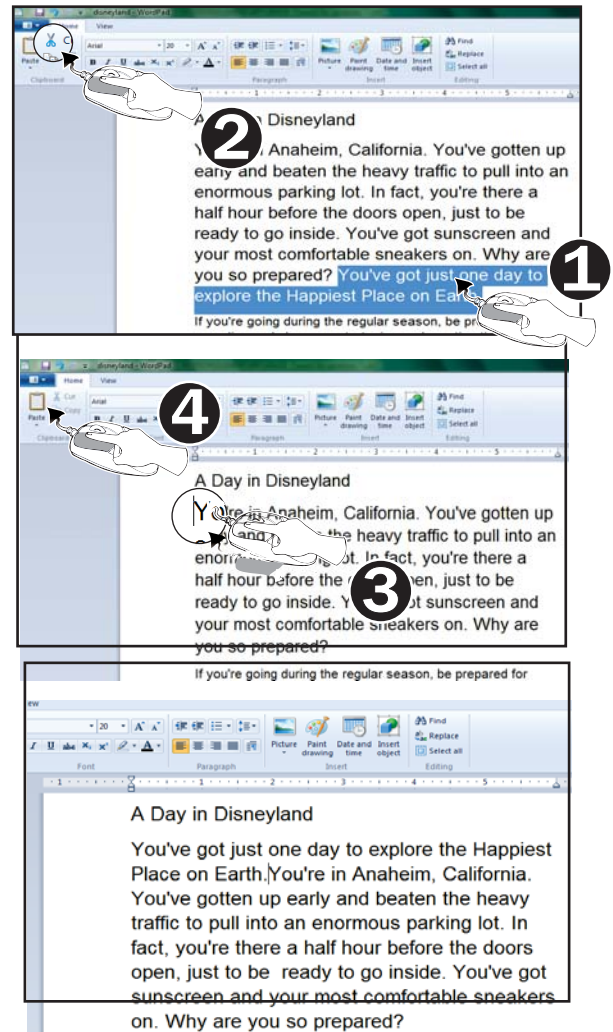
Moving Text

1. Select the text that you want to move.
2. Move the mouse  over  and then press the left button.
The text that you have selected disappears from your screen.
3. Move the mouse  over the location where you want to place the cut text and then press the left button.
4. Move the mouse  over  and then press the left button.

The text now appears in the new location.





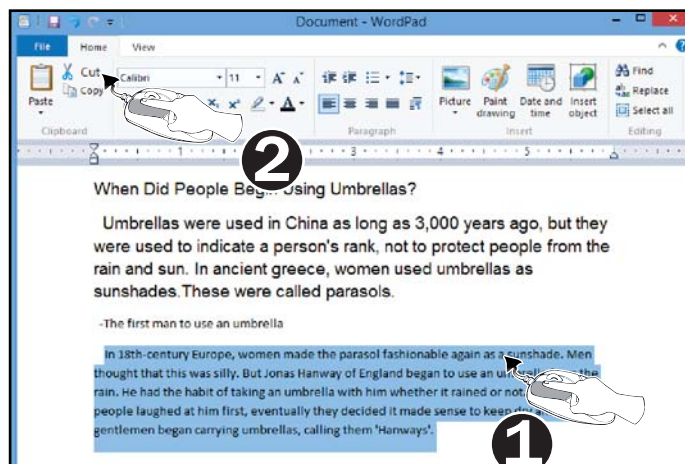
Happiest Place on Earth.






FOR WINDOWS 8 USERS:

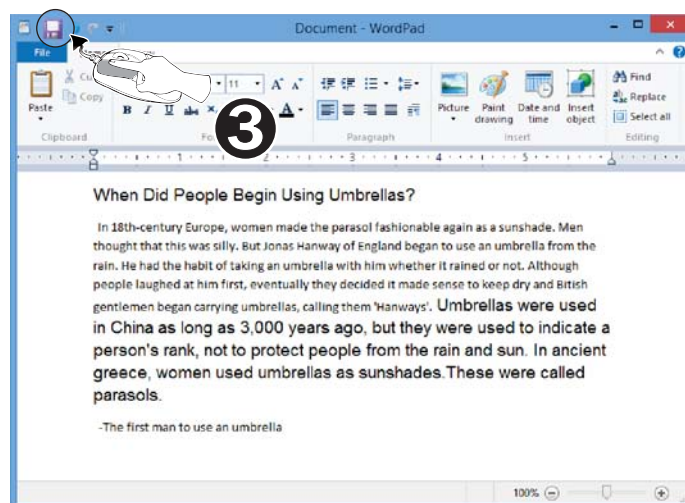
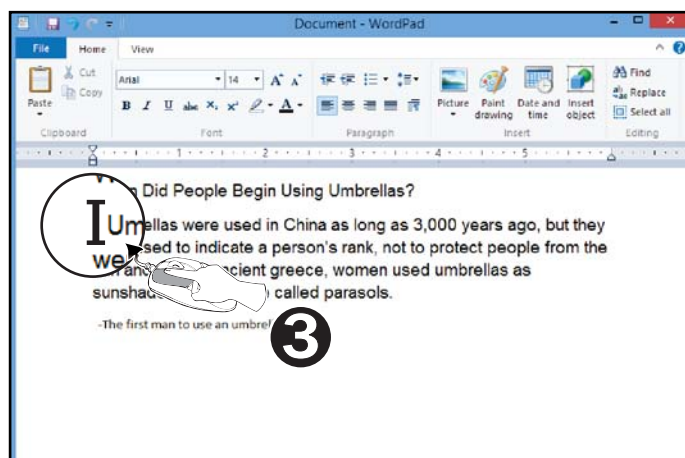
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The text now appears in the new location.