



**SELF-LEARNING PACKAGE IN**

# **ICT 7**

**Quarter 1 | Week 3**

## **Working with texts in Word**

### **Learning Competency:**

**Demonstrate text basics in Word.**

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**WRITERS**

GOVERNMENT PROPERTY  
**NOT FOR SALE**



## Ready to Launch!

Module 2 familiarized you with *creating, opening and saving documents*. You are now ready to learn the basics of typing, editing and organizing text.

This lesson covers the basic tasks of typing that include the ability to **add**, **delete**, and **move** text in your document, as well as how to **cut**, **copy**, and **paste**.



## Aim at the Target!

*At the end of this module you are expected to:*

1. Demonstrate the skills in the text basics of typing :
  - a. add, delete and move text
  - b. cut, copy and paste text
  - c. drag and drop text



## Try This!

**Gear Up! Let's see if you have ideas regarding this topic.**

Direction. Select the best answer. Chose the letter only.

1. Pressing this key removes the character to the right of the insertion point.
  - a. cut
  - b. copy
  - c. delete
  - d. paste
2. This command will reverse the Undo action.
  - a. copy
  - b. delete
  - c. paste
  - d. redo
3. All the Office programs use this feature for copying and pasting text from one location to another.
  - a. redo
  - b. clipboard
  - c. undo
  - d. delete
4. This button is used to retrieve text from the Clipboard.
  - a. cut
  - b. copy
  - c. delete
  - d. paste
5. This command will reverse a number of recent actions.
  - a. redo
  - b. clipboard
  - c. undo
  - d. cut



## Keep This in Mind!

In Microsoft Word, you create documents by typing them. For example, if you want to create a report, you open Microsoft Word and then begin typing. You do not have to do anything when your text reaches the end of a line and you want to move to a new line—Microsoft Word automatically moves your text to a new line. If you want to start a new paragraph, press **Enter**. Microsoft word creates a blank line to indicate the start of a new paragraph. To capitalize, hold down the **Shift key** while typing the letter you want to capitalize. If you make a mistake, you can delete what you typed and then type your correction.

You can use the **Backspace** key to delete. Each time you press the Backspace key, Microsoft Word deletes the character that precedes the insertion point. The **insertion point** is the point at which your mouse pointer is located. You can also delete text by using the Delete key. First, you select the text you want to delete; then you press the **Delete key**.

### Undo and Redo

You can undo, redo, or repeat many actions in Microsoft Word. You can undo changes, even after you have saved, and then save again, as long as you are within the undo limits (By default Office saves the last 100 undoable actions).

### Cut and Paste

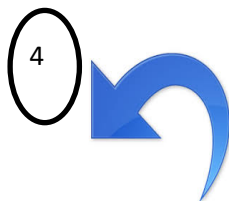
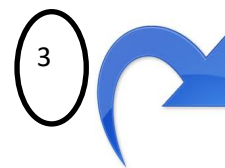
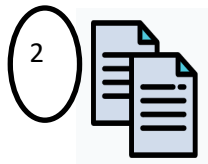
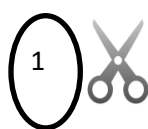
You can use Word's Cut feature to remove information from a document. You can use the Paste feature to place the information you cut anywhere in the same or another document. In other words, you can move information from one place in a document to another place in the same or different document by using the Cut and Paste features. The Office Clipboard is a storage area. When you cut, Word stores the data you cut on the Clipboard. You can paste the information that is stored on the Clipboard as often as you like.

### Copy and Paste

In Microsoft Word, you can copy information from one area of a document and place the information you copied anywhere in the same or another document. In other words, after you type information into a document, if you want to place the same information somewhere else, you do not have to retype the information. You simply copy it and then paste it in the new location. As with cut data, Word stores copied data on the Clipboard.

### Activity: NAME THAT ICON!

Direction. The Icons as shown by the pictures below are some of the basic commands in MS Word. Identify the name of each icon.



### Analysis.

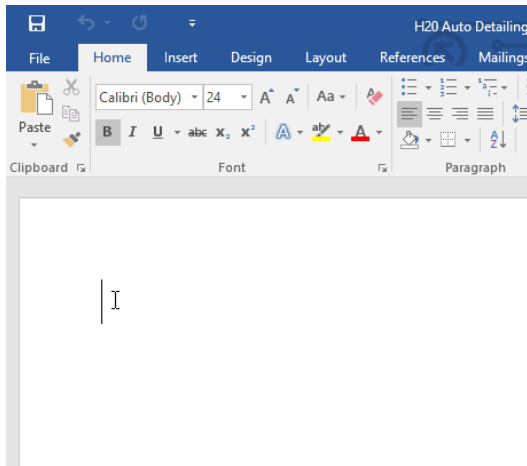
1. How do you think these commands will help you in creating a document ?

# Abstraction and Generalization

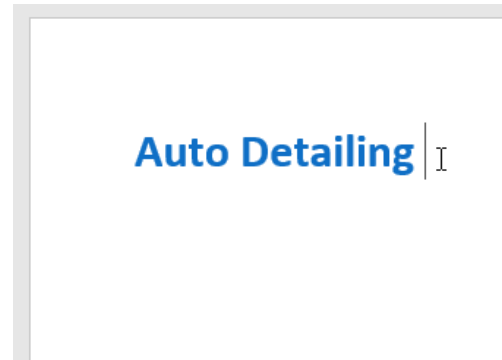
## Using the insertion point to add text

The **insertion point** is the blinking vertical line in your document. It indicates where you can enter **text** on the page. You can use the insertion point in a variety of ways.

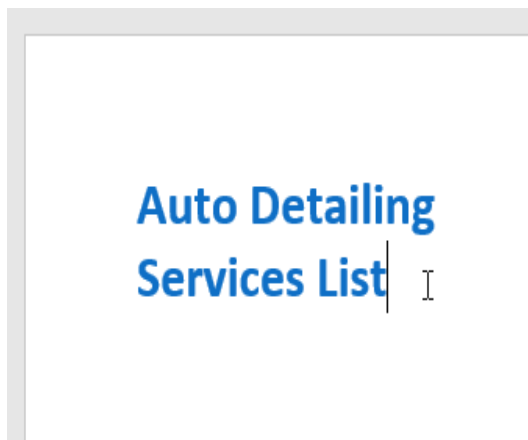
- **Blank document:** When a new blank document opens, the insertion point will appear in the top-left corner of the page. If you want, you can begin typing from this location.



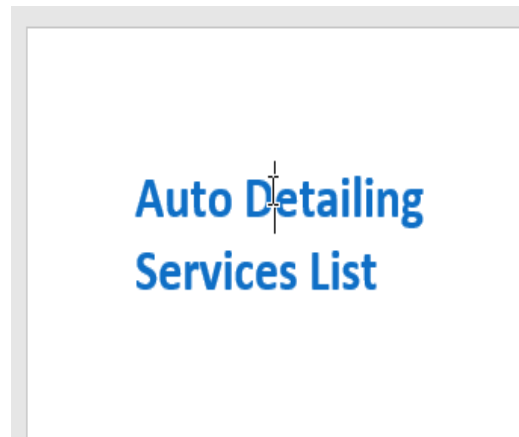
- **Adding spaces:** Press the **spacebar** to add **spaces** after a word or in between text.



- **New paragraph line:** Press **Enter** on your keyboard to move the insertion point to the next paragraph line.



- **Manual placement:** Once you begin typing, you can use the mouse to move the insertion point to a specific place in your document. Simply click the **location** in the text where you want to place it.



In a new blank document, you can double-click the mouse to move the insertion point elsewhere on the page.

- **Arrow keys:** You can also use the arrow keys on your keyboard to move the insertion point. The **left** and **right** arrow keys will move between **adjacent characters** on the same line, while the **up** and **down** arrows will move between **paragraph lines**. You can also press **Ctrl+Left** or **Ctrl+Right** to quickly move between entire words.

### Selecting text

Before you can move or format text, you'll need to **select it**. To do this, click and drag your mouse over the text, then release the mouse or hold the **Shift** key and press arrow right in your keyboard. A **highlighted box** will appear over the selected text.

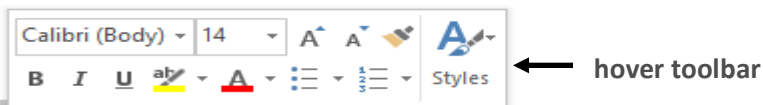
#### • H<sub>2</sub>O Signature Wash

*Cars \$20 · SUVs \$25 and up*

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.

Interior vacuum, dust, and deodorize, plus windows inside & out.

When you select text or images in Word, a **hover toolbar** with command shortcuts will appear. If the toolbar does not appear at first, try hovering the mouse over the selection.



#### • H<sub>2</sub>O Signature Wash

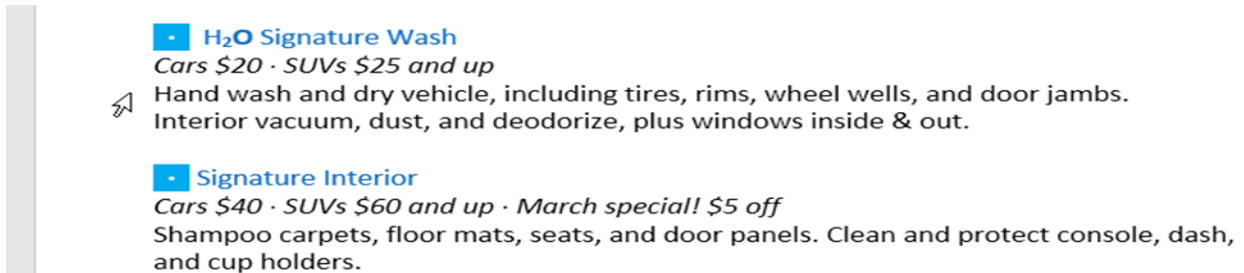
*Cars \$20 · SUVs \$25 and up*

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.

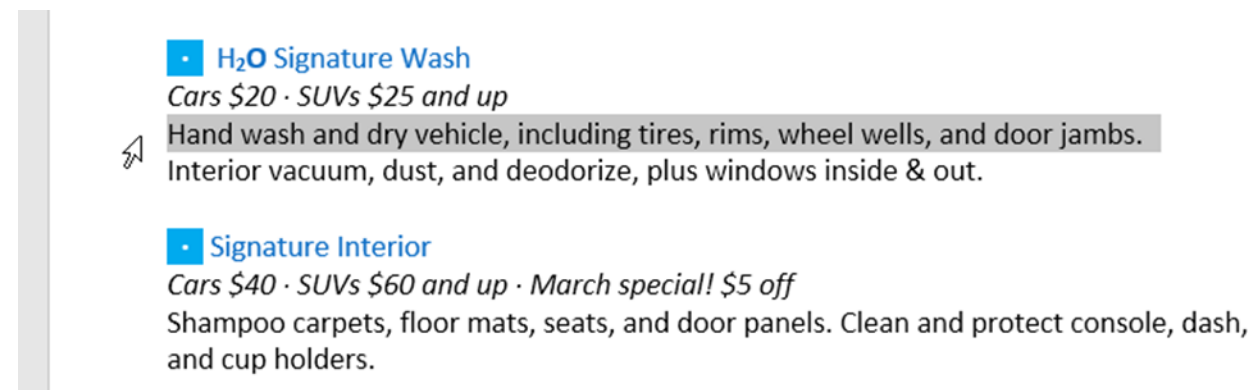
Interior vacuum, dust, and deodorize, plus windows inside & out.

### To select multiple lines of text:

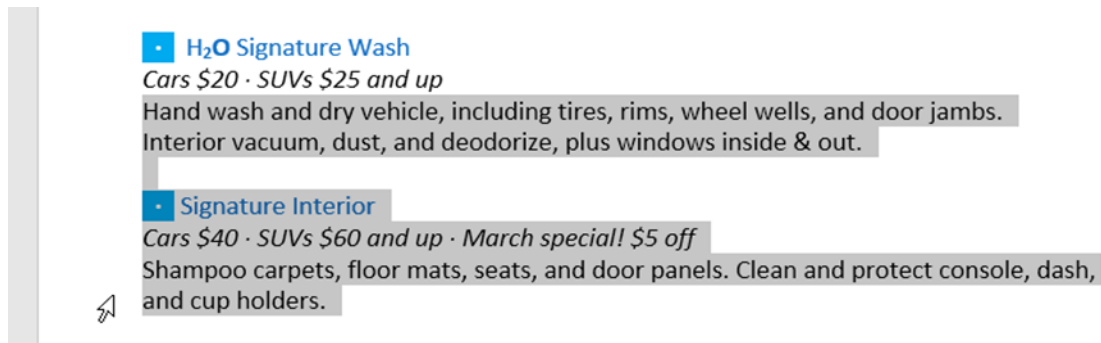
1. Move the mouse pointer to the left of any line so it becomes a **right slanted arrow**.



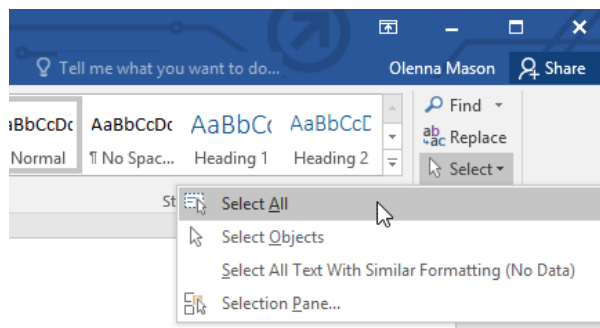
2. Click the mouse. The line will be selected.



3. To select **multiple lines**, click and drag the mouse up or down/



4. To **select all** of the text in your document, choose the **Select** command on the Home tab, then click **Select All**. Alternatively, you can press **Ctrl+A** on your keyboard.



Other shortcuts include **double-clicking** to select a word and **triple-clicking** to select an entire sentence or paragraph.

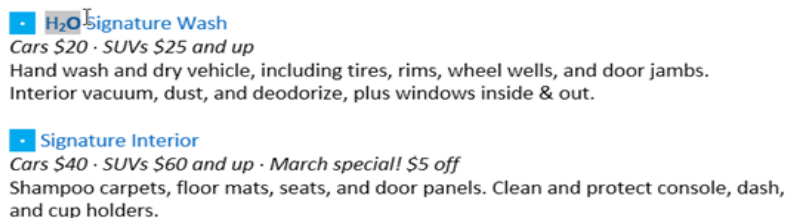
### To delete text:

There are several ways to **delete**—or remove—text:

- To delete text to the **left** of the insertion point, press the **Backspace** key on your keyboard.
- To delete text to the **right** of the insertion point, press the **Delete** key on your keyboard.
- Select the **text** you want to remove, then press the **Delete** key.  
If you select text and start typing, the selected text will automatically be deleted and replaced with the new text.

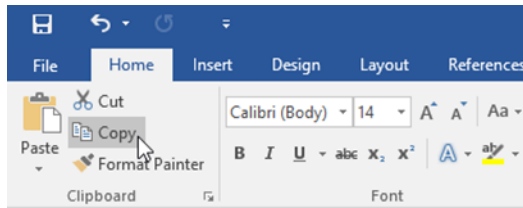
### To copy and paste text:

1. Select the **text** you want to copy.

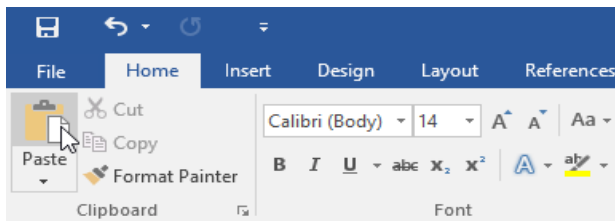




2. Click the **Copy** command on the **Home** tab.  
Alternatively, you can press **Ctrl+C** on your keyboard.



4. Click the **Paste** command on the **Home** tab.  
Alternatively, you can press **Ctrl+V** on your keyboard.



## To cut and paste text:

1. Select the **text** you want to cut

### • H<sub>2</sub>O Signature Wash

Cars \$20 · SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jams.  
Interior vacuum, dust, and deodorize, plus windows inside & out.

### • Signature Interior

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.

### • H<sub>2</sub>O Signature Detail

Cars \$60 · SUVs \$75 and up · March special! \$10 off

Everything included in the Signature Wash, plus hand wax and buff.

3. Place your insertion point where you want the text to appear.

### • H<sub>2</sub>O Signature Wash

Cars \$20 · SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jams.  
Interior vacuum, dust, and deodorize, plus windows inside & out.

### • Signature Interior

Cars \$40 · SUVs \$60 and up · March special! \$5 off

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Cars \$20 · SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jams.  
Interior vacuum, dust, and deodorize, plus windows inside & out.

### • Signature Interior

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.

5. The text will appear.

### • H<sub>2</sub>O Signature Wash

Cars \$20 · SUVs \$25 and up

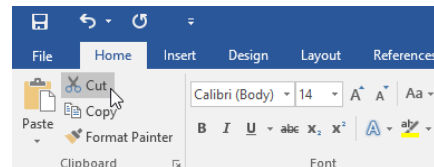
Hand wash and dry vehicle, including tires, rims, wheel wells, and door jams.  
Interior vacuum, dust, and deodorize, plus windows inside & out.

### • H<sub>2</sub>O Signature Interior

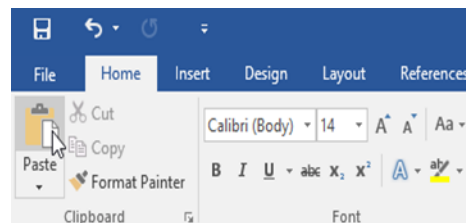
Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.

2. Click the **Cut** command on the **Home** tab. Alternatively, you can press **Ctrl+X** on your keyboard.



4. Click the **Paste** command on the **Home** tab. Alternatively, you can press **Ctrl+V** on your keyboard.



## 5. The text will appear.

### • H<sub>2</sub>O Signature Detail

Cars \$60 · SUVs \$75 and up · March special! \$10 off  
Everything included in the Signature Wash, plus hand wax and buff.

### • H<sub>2</sub>O Signature Wash

Cars \$20 · SUVs \$25 and up  
Hand wash and dry vehicle, including tires, rims, wheel wells, and door jams.  
Interior vacuum, dust, and deodorize, plus windows inside & out.

### • Signature Interior

Cars \$40 · SUVs \$60 and up · March special! \$5 off  
Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.

## To drag and drop text

### 1. Select the **text** you want to move.

#### • Paint Correction & Protection

Call for pricing · March special! 10% off

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.

#### Schedule your appointment today!

Contact Hank Odum at 321-555-5400 or [hank@H2Omobile.com](mailto:hank@H2Omobile.com)  
Special rates available for weekly/monthly customers

[H<sub>2</sub>O Mobile Wash & Valet](#) | [Just leave the details to us](#)

### 2. Click and drag the **text** to the location where you want it to appear. A small rectangle will appear below the arrow to indicate that you are moving text.

#### • Paint Correction & Protection

Call for pricing · March special! 10% off

#### Schedule your appointment today!

Contact Hank Odum at 321-555-5400 or [hank@H2Omobile.com](mailto:hank@H2Omobile.com)  
Special rates available for weekly/monthly customers

[H<sub>2</sub>O Mobile Wash & Valet](#) | [Just leave the details to us](#)

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.

### 3. Release the mouse, and the text will appear.

#### • Paint Correction & Protection

Call for pricing · March special! 10% off

#### Schedule your appointment today!

Contact Hank Odum at 321-555-5400 or [hank@H2Omobile.com](mailto:hank@H2Omobile.com)  
Special rates available for weekly/monthly customers

[H<sub>2</sub>O Mobile Wash & Valet](#) | [Just leave the details to us](#)

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.

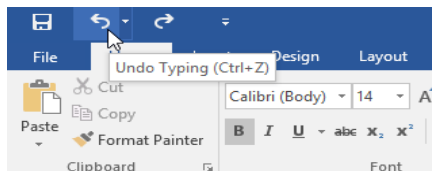
#### Note:

If text **does not appear** in the exact location you want, you can press the **Enter** key on your keyboard to move

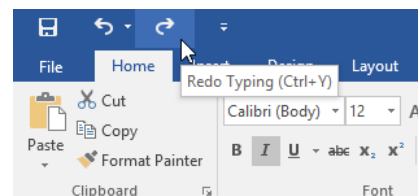
## Undo and Redo

Let's say you're working on a document and accidentally delete some text. Fortunately, you won't have to retype everything you just deleted! Word allows you to **undo** your most recent action when you make a mistake like this.

To do this, locate and select the **Undo** command on the Quick Access Toolbar. Alternatively, you can press **Ctrl+Z** on your keyboard. You can continue using this command to undo multiple changes in a row.



By contrast, the **Redo** command allows you to reverse the last undo. You can also access this command by pressing **Ctrl+Y** on your keyboard.



## Application.

Direction. Write the steps of each tasks enumerated below.

1. Cut and paste text
2. Copy and paste text
3. Select text
4. Select multiple text





## Reflect

Complete the statements below.

I understand \_\_\_\_\_

I don't understand \_\_\_\_\_

I need more information about \_\_\_\_\_



## Reinforcement & Enrichment

Direction. Demonstrate the skills enumerated below.

**Note: Follow each step one after the other.**

Activity: **My Third Navigation**

1. Open **Microsoft Word**, create a **blank document** and type the texts given in the box below:

<p><b>Signature Detail</b> <i>Cars \$60 · SUVs \$75 and up · March special! \$10 off</i> Everything included in the Signature Wash, plus hand wax and buff.</p> <p><b>Signature Wash</b> <i>Cars \$20 · SUVs \$25 and up</i> Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs. Interior vacuum, dust, and deodorize, plus windows inside &amp; out.</p> <p><b>Signature Interior</b> <i>Cars \$40 · SUVs \$60 and up · March special! \$5 off</i> Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.</p> <p><b>Leather Cleaning &amp; Conditioning</b></p>
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2. Insert the word "Water" before the texts "Signature".
3. Select the text as shown below, and use cut and paste to move it on the upper part of the document making it as your first paragraph.

**Leather Cleaning & Conditioning**  
*Cars \$20 · SUVs \$40 and up · March special! \$5 off*  
Includes seats and door panels.

4. Delete all \$5 and change it to \$3.
5. Copy the text "Water" and paste it before the text "Leather Cleaning & Conditioning"
6. Encode the data below on the upper part of the document.

**WRITE YOUR NAME HERE**

**CTECH-TASK 3**

**GRADE-SECTION**

7. Save the document with a filename Task3\_CT\_\*\*\* (where \*\*\* is your family name) and save it in PC.

**Your OUTPUT should look like this.**

JOSEMARIE C. CHAN

CTECH-TASK 3

7-EINSTEIN

**Water Leather Cleaning & Conditioning**  
*Cars \$20 · SUVs \$40 and up · March special! \$3 off*  
Includes seats and door panels.

Text Box

**Water Signature Detail**  
*Cars \$60 · SUVs \$75 and up · March special! \$10 off*  
Everything included in the Signature Wash, plus hand wax and buff.

**Water Signature Wash**  
*Cars \$20 · SUVs \$25 and up*  
Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.  
Interior vacuum, dust, and deodorize, plus windows inside & out.

**Water Signature Interior**  
*Cars \$40 · SUVs \$60 and up · March special! \$3 off*  
Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.



## Assess Your Learning

Match Column A with Column B . Chose the letter of your choice.

### COLUMN A

1. To use the Undo command, click on the Undo button or choose Undo from \_\_\_\_\_ menu.
2. Pressing this key deletes the character to the left of the insertion point.
3. The \_\_\_\_\_ key is use to capitalize letters.
4. We press \_\_\_\_\_ key to move the insertion point to the next paragraph line.
5. To select all of the text in your document, we press the \_\_\_\_\_ keys in our keyboard.
6. The Alternative key you can press on your keyboard to paste a text.
7. You can use the \_\_\_\_\_ keys on your keyboard to move the insertion point.
8. When you select text or images in Word, a \_\_\_\_\_ toolbar with command shortcuts will appear.
9. Undo and redo commands is located on the \_\_\_\_\_.
10. To use the redo command, we press \_\_\_\_\_ on your keyboard.

### COLUMN B

- A. arrow
- B. Edit
- C. Hover
- D. Backspace
- E. Drag and drop
- F. Shift
- G. Quick access toolbar
- H. Enter
- I. Ctrl Y
- J. Ctrl+V
- K. Ctrl+A
- L. Delete



## References & Photo Credits

<https://edu.gcfglobal.org/en/word2016/getting-started-with-word/1/>

Caperig, Sr. Milagros, OP., Handouts in Microsoft Word

<https://www.quia.com/jg/319585list.html>

Copy Icon. [https://www.flaticon.com/free-icon/copy\\_178880](https://www.flaticon.com/free-icon/copy_178880)

Paste Icon. [https://www.iconfu.com/collections/omni/sets/8-omni\\_icons/1183-clipboard\\_paste\\_icon](https://www.iconfu.com/collections/omni/sets/8-omni_icons/1183-clipboard_paste_icon)

Scissor. [https://www.iconfu.com/collections/omni/sets/8-omni\\_icons/1183-clipboard\\_paste\\_icon](https://www.iconfu.com/collections/omni/sets/8-omni_icons/1183-clipboard_paste_icon)

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