

# Working with Word - I

All classes

1

## Agenda

- Create Text
- Undo / Redo / Repeat
- Navigation
- Text selection
- Cut, Copy, Drag & Drop
- Find / Search
- Hyphenation
- Auto correction / Spell check

2

## Text create

- Place cursor and type
- Keyboard arrows left, right, up and down
  - for the cursor
- Proofing
  - Options -> Proofing -> AutoFormat As You Type -> Fractions (1/2) with fraction character
  - Quotes, Fractions, Bold, Italic, ....

3

## Undo / Redo / Repeat

- Undo / Redo
  - Quick Access Toolbar
  - step by step
  - multiple steps (list)
  - ctrl + z / ctrl + y
- Repeat the last step
  - F4 / ctrl + y

4

# Navigation

- scrollbar / scroll wheel on mouse
- move the cursor
  - arrow up, down, left and right
  - ctrl + left / ctrl + right
  - ctrl + up / ctrl + down (paragraph)
- scroll down
  - page up / page down
- scroll by page
  - ctrl + page up / ctrl + page down
- end of document
  - ctrl + Home / ctrl + End

5

# Text Selection

- mouse
  - press left mouse and drag
  - click again to unselect
  - double click on word
  - left mouse in front of the row
  - drag in front of lines to select multiple lines
- keyboard
  - shift + left/right/up/down
  - ctrl + shift + left/right/up/down
  - ctrl + a

6

# Cut, Copy, Drag & Drop

- duplicate or move text
- select text (as before)
- copy
  - right mouse -> copy
  - Ribbon start -> copy
  - ctrl + c
- insert
  - right mouse -> copy
  - Ribbon start -> paste
  - ctrl + v
- cut
  - right mouse -> cut
  - Ribbon start -> cut
  - ctrl + x

7

# Cut, Copy, Drag & Drop

- move a text (cut & paste)
  - mark the text
  - cut
  - place cursor
  - insert
- move a text (drag & drop)
  - mark the text
  - start drag the selected text
  - drop the text

8

# Cut, Copy, Drag & Drop

- copy a text (cut & paste)
  - mark the text
  - copy
  - place cursor
  - insert
- copy a text (drag & drop)
  - mark the text
  - ctrl + start drag the selected text
  - drop the text

9

# Cut & Copy

- between documents
  - select text
  - cut / copy
  - change the document (Ribbon view -> switch windows)
  - paste
- also via drag & drop

10

# Find (Search)

- Ribbon Home -> find (ctrl + f)
- three kinds of search
  - normal find
  - Advanced Find
  - Replace
  - Go To

11

# Search: normal find

- Ribbon start -> search (ctrl + f)
- Options
  - DropDown -> Options

12

## Search: extended find

- many Options
  - search options like in normal find + more
  - format (font size, tabs, ...)
- replace
  - search options like in extended find

13

## Search: go to

- browse by Element
  - graphic, table, comment, ...

14

## Hyphenation

- normally not used
  - not every word can be split up correctly automatically
- ribbon page layout -> Hyphenation
- manual vs. automatic
  - font size / font type
- exclude special words
  - only per paragraph
  - Page Layout -> Paragraph -> extended menu

15

## Auto correction / Spell check

- underline red
  - Options -> Proofing -> Check spelling as you type
- Manuel: word by word
  - Right klick -> chose correct word
- Automatic
  - Review -> Proofing -> Spelling & Grammar

16

## Auto correction / Spell check

- Auto correct actions
  - ignore once
  - ignore all
  - change
  - delete (double)

17

## Exercises

1. Create two paragraphs with a different text
  1. a new paragraph is created by pressing the “enter” key on your keyboard
2. Copy the first paragraph behind the second
  1. only use your mouse
3. Copy the second paragraph behind duplicated, first paragraph
4. Now repeat 2. and 3, but only use your keyboard
5. Drag & Drop text between two documents

18

## Exercises

1. Play a little with undo / redo
  1. first with buttons, then only with your keyboard
  2. use the redo actions, even if you did not use undo before
2. Scroll through the document
  1. with your mouse
  2. with your keyboard
  3. scroll per paragraph / per page / to the beginning and the end of the document
3. Search for different words
4. create words with different font sizes and search only for them

19

## Exercises

1. Write one paragraph with 2 lines of text
2. duplicate it, so you have three paragraphs with the same content
  1. the first without hyphenation
  2. the second with hyphenation
3. You see any problems with hyphenation?

20

- Thank you!