

Chapter 2

Working With Text

Moving Through a Document

Selecting Text

Copy and Move

Undo and Repeat

Find and Replace

AutoCorrect

Spelling and Grammar

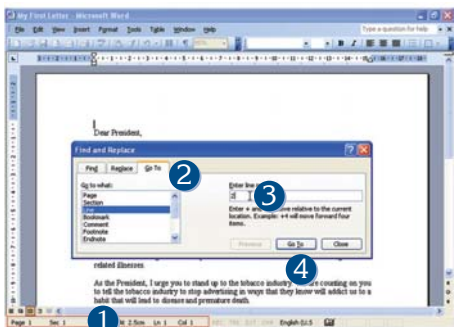
The Thesaurus

Using Templates



Moving Through a Document

You move through a document to see text and art that's off the screen, to set the insertion point at a new place, or to select text and art for changes. There are several ways to move the insertion point in your document: you can use the mouse, the keyboard, or several commands, most notably the **Go To** command.



Moving the insertion point to the second line

Practice

To move the insertion point to a specific place

In this exercise, you will move the insertion point to the second line.

① Double click on the **Status** bar at the bottom of the word screen

Or from the **Menu** bar, choose **Edit, Go To**

Or press **Ctrl + G**

② Select a type of place to go. In the **Go to what** list, select **Line**.

③ Type or select a specific item. In **Enter line number** type **2**.

④ Click the **Go To** button.

The insertion point moves to the second line.

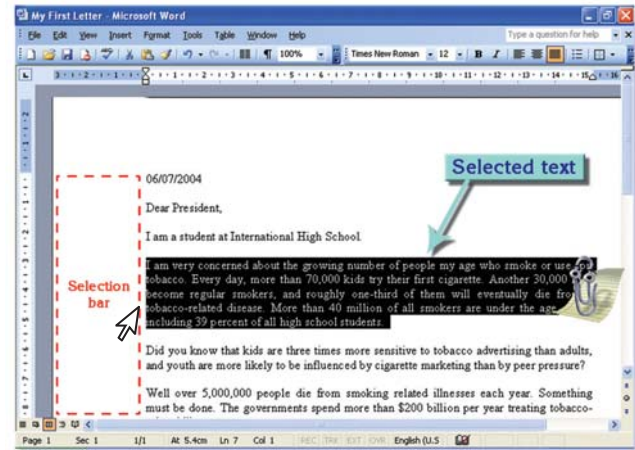
Up or Down arrows	One line up or down.
Left or Right arrows	One character left or right.
Home	Start of the line.
End	End of the line.
Page Up or Down	One screen up or down.
Ctrl+Left or Right	One word left or right.
Ctrl+Home	To the beginning of the document.
Ctrl+End	To the end of the document.
Ctrl+Page Up or Down	One page up or down

Selecting Text

When you want to perform an action with the text (for example edit, format, or copy), you must first select it. Microsoft Word makes text selection quick and easy.



Right Pointing Arrow



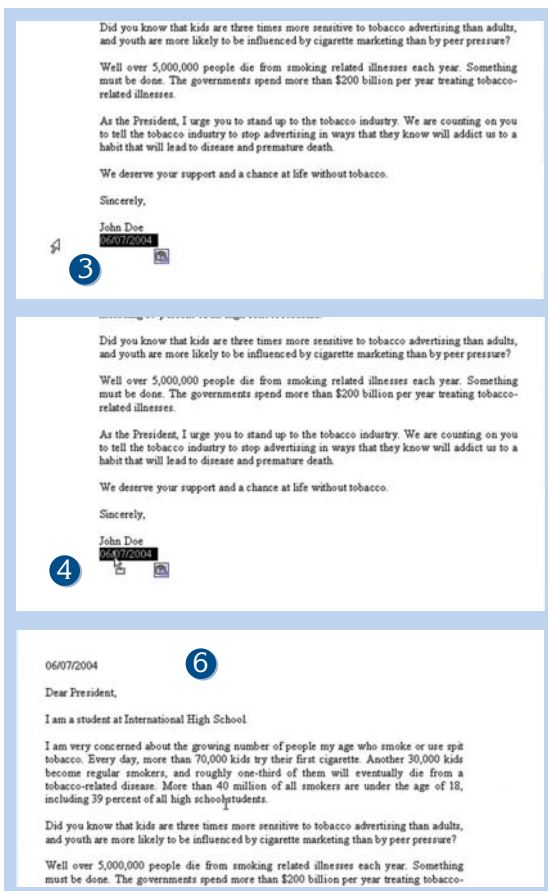
Selecting a paragraph

Selection Techniques

TO		DO
Select a word		Double click on the word
Select a line		Position the mouse pointer in the selection bar before the line you want to select. When the right-pointing arrow appears, click the mouse.
Select a paragraph	Or	Triple click on any word in the paragraph
		Position the pointer in the selection bar to the left side of the paragraph; when the right-pointing arrow appears, double click the mouse.
Select a whole document	Or	Position the pointer in the selection bar, when the right-pointing arrow appears, triple click on the document.
		Press Ctrl + A
		From Menu Bar, choose Edit, Select All.
Select any amount of text		Click where you want the selection to begin. Then, while holding down the shift key, click where you want the selection to end.
Select multiple text areas		Hold down the Ctrl key on the keyboard and with the mouse select different texts

Copy and Move

In Microsoft Word, there are several ways to copy and move text and graphics from one place to another. Dragging text is the most efficient way to move or copy text and graphics, as long as you can see the destination on your screen.



Moving a Text

To copy with drag and drop you must hold down the Ctrl key while you are dragging the selected text.

Practice

Copy and Move with drag and drop

In this exercise, you will move a text with drag and drop. First of all, you need to open the letter (**My Letter** or **My First Letter**) that you created in the previous chapter.

- 1 Scroll down until you can see the date and the text "Dear President".
- 2 Position the mouse pointer in the selection bar, before the date.
The mouse pointer changes to a right-pointing arrow.
- 3 Click to select the date.
The selected text changes to white text on a darker background.
- 4 Position the mouse pointer over the selected text.
The pointer turns into a left-pointing arrow.
- 5 Click and hold down the mouse button.
A small, dotted box and a dotted insertion point appear.
- 6 Drag up until the dotted insertion point is before the text "Dear President" and then release the mouse button.
- 7 Click anywhere outside of the selected text to cancel the selection.

Practice

Copy and Move with other techniques

In this exercise, you will copy the whole letter into a new document.

- 1 Select the whole letter.
 - ❖ Position the pointer in the **Selection** bar, when the right-pointing arrow appears, click the mouse three times.

Or press **Ctrl + A**.

Or from the **Menu** bar, choose **Edit, Select All**.

- 2 Copy the selected text.

❖ From the **Menu** bar, choose **Edit, Copy**.

Or on the **Standard** toolbar, click the **Copy** button.

Or press **Ctrl + C**.

A copy of the selected text is placed on the Clipboard.

- 3 Create a **New Document**.

- 4 Insert a copy of the letter from Clipboard.

❖ From the **Menu** bar, choose **Edit, Paste**

Or on the **Standard** toolbar, click the **Paste** button.

Or press **Ctrl + V**.

To move the selected text:

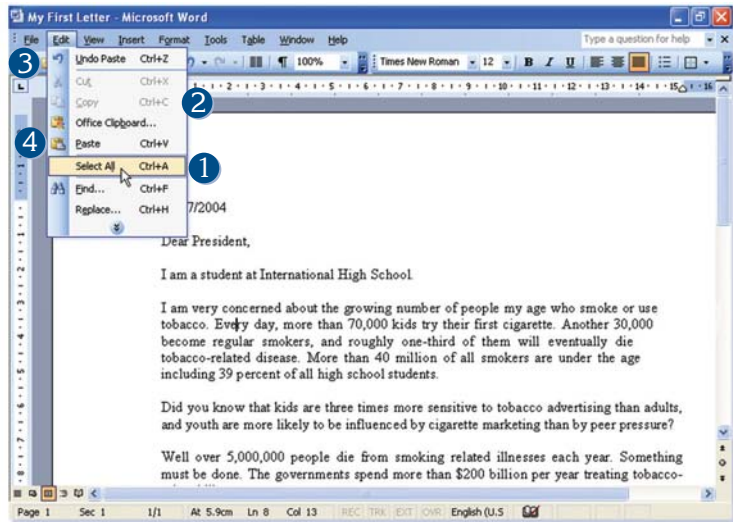
❖ From the **Menu** bar, choose **Edit, Cut**.

Or on the **Standard** toolbar, click the **Cut** button.

Or press **Ctrl + X**.

What is the clipboard?

The Clipboard is an area of memory in which you can store text or graphics temporarily. If you cut or copy text, graphics or other items they will be temporarily stored in the Clipboard ready for use elsewhere.



Copy and Move text



Copy



Cut



Paste



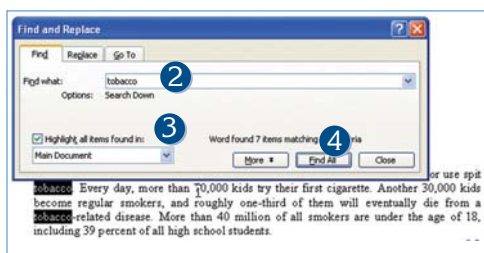
Undo



Redo



Find menu



Finding a Text

Undo and Redo

The Undo feature allows you to reverse, or undo a recent action. The redo command allows you to repeat a recent action.

Undo the last action

You can undo your last action in several ways;

- ❖ From the **Menu** bar, Choose **Edit, Undo**.

Or on the **Standard** toolbar, click the **Undo** button.

Or press **Ctrl + Z**

Redo the last action

You can redo your last action in several ways:

- ❖ From the **Menu** bar, Choose **Edit, Redo**.

Or on the **Standard** toolbar, click the **Redo** button.

Or press **F4**

Find and Replace

You can use the Find option to search for specific instances of text in your document, and the Replace option to search for specific instances of text in your document and replace them with new text.

Practice

Finding and Highlighting text

In this exercise, you will find and highlight the word “tobacco” in your document *My Letter* or *My First Letter*.

- 1 From the **Menu** bar, choose **Edit, Find**.

Or press **Ctrl + F**

The **Find and Replace** dialog box opens.

- 2 In the **Find what** box, type **tobacco**.

- 3 Check the option **Highlight all items found in:**

- 4 Click the **Find All** button to find and highlight the word tobacco.

Practice

Replacing Text

In this exercise, you will search the word "tobacco" and replace it with the word "TOBACCO".

① From the **Menu** bar, choose **Edit, Replace**.

Or press **Ctrl + H**

The **Find and Replace** dialog box opens.

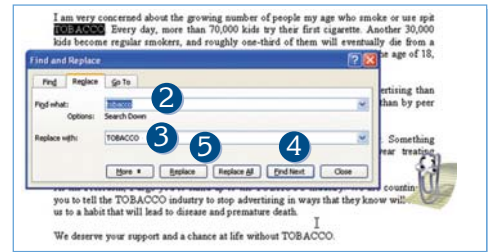
② In the **Find what** box, type **tobacco**.

③ In the **Replace with** box, type **TOBACCO**.

④ Click **Find Next**.

⑤ When Word finds the text click the **Replace** button.

Click the **Replace All** button to replace all of the text automatically.

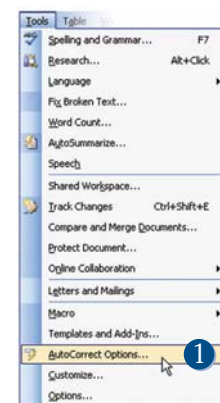


Replacing a Text

AutoCorrect

The AutoCorrect feature corrects the most common typing errors as you work through your document. For example, the most common misspelling of "the" is "teh". AutoCorrect will automatically fix this error as soon as you press the spacebar or begin a new paragraph after the misspelled word.

You can also add your own AutoCorrect entries and use it to replace abbreviations or codes that you create to automate typing certain words, i.e. "eu" becomes "European Union".



Opening AutoCorrect Dialog Box

Practice

Add an entry to the list of AutoCorrect

In this exercise, you will add an AutoCorrect entry to automate insertion of often-used text.

① From the **Menu** bar, choose **Tools, AutoCorrect Options**.

The **AutoCorrect** dialog box opens.

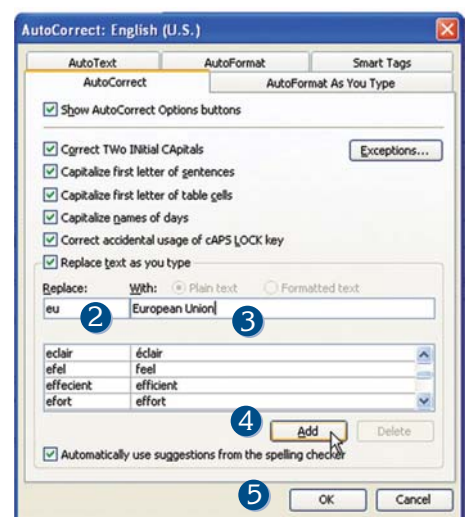
② In the **Replace** box, type **eu** and press the tab key.

③ In the **With** box, type **European Union**

④ Click **Add**.

⑤ Click **OK**.

Now test the new entry. Type **eu** and press spacebar. The text **eu** changes to **European Union**.



Adding a new AutoCorrect entry

If you want to turn off the AutoCorrect feature you must clear the *Replace Text As You Type* check box on the AutoCorrect dialog box.



Spelling and Grammar

If you wish to correct the text immediately, right click on the word once the red underlining displays. A pop-up dialog box will be displayed suggesting alternative, correctly spelled words.



Correcting a spelling error with the right click pop-up menu

Practice

Delete an AutoCorrect entry.

In this exercise, you will delete an AutoCorrect entry.

- ① From the **Menu** bar, choose **Tools, AutoCorrect Options**.
The AutoCorrect dialog box opens.
- ② In the **Replace** box, type **eu**.
The entry appears at the top of the list.
- ③ Click **Delete** button.
The entry is removed.
- ④ Click **OK**.

Spelling and Grammar

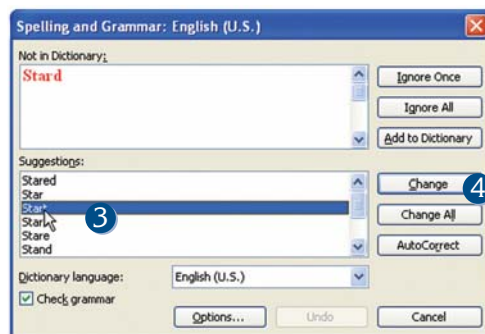
You can check spelling and grammar automatically as you type or all at once.

Practice

Use the Spelling and Grammar Checker

In this exercise, you will use the Spelling and Grammar Checker to correct spelling and grammar errors.

- ① Type **stard** instead of **start** and press **spacebar**.
A red wavy line appears under the word stard, because you have spelled it incorrectly.
- ② From the **Menu** bar, choose **Tools, Spelling and Grammar**.
Or on the **Standard** toolbar, click the **Spelling and Grammar** button.
Or press **F7**
the Spelling and Grammar dialog box will open.



- ③ In the **Suggestion** list box, click and select the correct word.
- ④ Click the **Change** button to change the word **stard** with **start**.
Spelling and Grammar dialog box

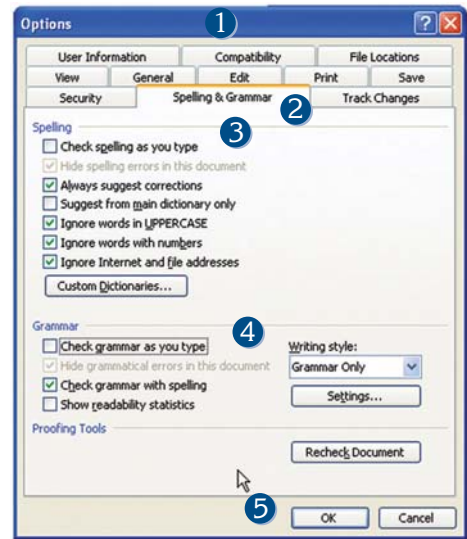
Practice

Disable the automatic Spelling and Grammar Checker

In this exercise, you will disable the automatic Spelling And Grammar Checker.

- 1 On the **Tools** menu, click **Options**.
The Option dialog box opens.
- 2 Click the **Spelling & Grammar** tab.
- 3 In the **Spelling** area, clear the **Check Spelling As You Type** Check box.
- 4 In the **Grammar** area, clear the **Check Grammar As You Type** Check box.
- 5 Click **OK**.

The Options dialog box closes, and the automatic Spelling And Grammar Checker is turned off.



Turning off the Spelling and Grammar Checker

The Thesaurus

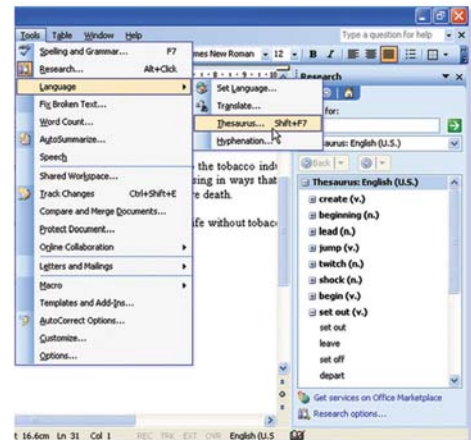
The thesaurus provides a list of synonyms for the text which you look up.

To use the thesaurus.

In this exercise, you will find a synonym for a word.

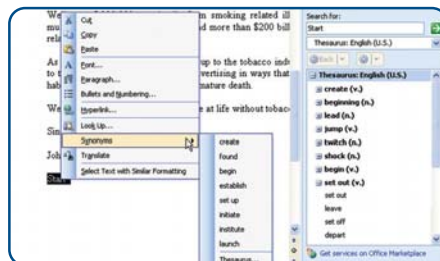
- 1 Select the word for which you want to find a synonym.
- 2 From the **Menu** bar, choose **Tools, Language, Thesaurus**.
Or press **Shift + F7**

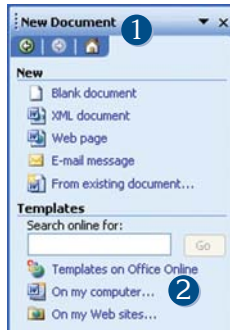
Research task pane opens. A list of suggested synonyms will be displayed.



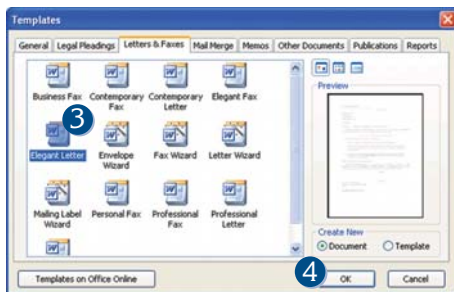
Using the Thesaurus

If you wish to find a synonym immediately, right click on the word. On the pop-up dialog box point to Synonym. A list of suggested synonyms will be displayed.

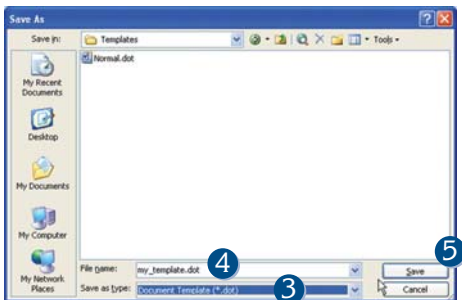




Opening Templates dialog box



Templates dialog box



Saving a template

Using Templates

Templates help you to create memos, reports, and business letters, even a CV, quickly and easily.

Opening a Template.

- 1 From the **Menu** bar, choose, **File, New**
The New document pane opens.

- 2 Click **On my computer**
The Templates dialog box opens.

- 3 Select the required template.

- 4 Click OK.

Practice

Creating a Template.

In this exercise, you will create a Template.

- 1 Open a document in which you will create a template.

- 2 From the **Menu** bar, choose **Edit, Save As**
The Save As dialog box opens.

- 3 Click the **Save As type** drop-down arrow and select **Document Template**.

- 4 Type a filename in the **File name** text box.

- 5 Click **Save**.

You created your own template.

Adding an entry to the AutoCorrect list

Step-1 From the **Menu** bar, choose **Tools, AutoCorrect Options**.

*The **AutoCorrect** dialog box opens.*

Step-2 In the **Replace** box, type “**nba**” and press the tab key.

Step-3 In the **With** box, type “**National Basketball Association**”

Step-4 Click **Add**.

Step-5 Click **OK**.

*Now test the new entry. Type “**nba**” and press spacebar. The text “**nba**” changes to “**National Basketball Association**”.*

Fill in the blank

1. To select _____ triple click on any word in the paragraph.
2. To select a whole document, press _____.
3. To copy with drag and drop you must hold down _____ while you are dragging the selected text.
4. To Move, press _____.

True or False

1. If you want to undo your last action, press Ctrl + Z
☐ True ☐ False
2. You can select a paragraph by double-clicking anywhere in the paragraph.
☐ True ☐ False
3. If you want to correct spelling and grammar errors you can use the Spelling and Grammar checker.
☐ True ☐ False

Multiple choice questions

1. How can you quickly recover text that you accidentally deleted?
 - a. Format, History
 - b. Format, Recover
 - c. Edit menu, Undo
 - d. Edit, Find and Replace
2. If you want to Copy a text and Paste it to another place, which shortcut keys should you use?
 - a. Ctrl + Z and Ctrl + X
 - b. Ctrl + C and Ctrl + V
 - c. Ctrl + C and Ctrl + P
 - d. Alt + C and Alt + P
3. _____ is used to copy an item from the Clipboard into the document at the location of the insertion point.
 - a. Save
 - b. Paste
 - c. Cut
 - d. Copy
4. How can you find duplicate words and irregular capitalizations?
 - a. Thesaurus
 - b. Spelling Checker
 - c. Duplicates
 - d. Fix broken Text
5. Which of the following is not a way to cut text?
 - a. Select the text, right click and choose Cut
 - b. Select the text and select Edit, Cut from the Menu bar.
 - c. Select the text and click the cut button on the Standard toolbar
 - d. Select the text and press Alt + X
6. You can replace a word in your document with another word that is more suitable and has nearly the same meaning;
 - a. By using the Spell Check feature
 - b. With the Grammar Check feature
 - c. By buying a dictionary
 - d. With the Thesaurus feature
7. A spelling error in a document is identified by:
 - a. A green highlight
 - b. A red wavy underline
 - c. A green wavy underline
 - d. A red highlight
8. Which of the following keyboard shortcuts does not open the Find and Replace dialog box?
 - a. Ctrl + H
 - b. Ctrl + R
 - c. Ctrl + G
 - d. Ctrl + F
9. If you want to turn off the AutoCorrect Feature you must first clear the _____ check box on the AutoCorrect dialog box.
 - a. Show AutoCorrect Options buttons
 - b. Replace text as you type
 - c. Correct accidental usage of CapsLock key
 - d. Correct Two Initial Capitals
10. To select a word, _____ on the word.
 - a. Click
 - b. Double click
 - c. Triple click
 - d. Click four times