

# Using Microsoft Word

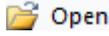
## Text Editing

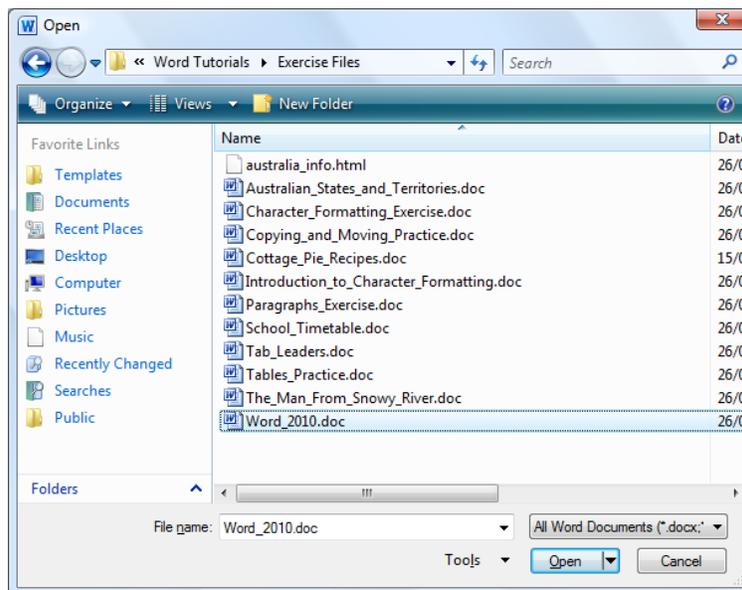
A word processor is all about working with large amounts of text, so learning the basics of text editing is essential to being able to make the most of the program. The first thing we will do is to open an existing document that already has a lot of text so you can practice without having to do a lot of typing first (not that a good bit of typing practice ever hurts anyone).



### Exercise 1. Opening a Word Document

Like saving a file, opening a file can be done using more than one method.

- 1) Use one of the following methods to display the **Open File** dialog box.
  - Click on the **File** tab and then click on **Open**.  **Open**
  - If you have customised your **Quick Access Toolbar** there may be an **Open** icon  you can click on.
  - Press **[Ctrl] [O]** on your keyboard.
- 2) When the **Open** dialog appears, use the **Look in:** list at the top to select the folder where the files for these exercises are saved.
- 3) Browse for the location of the file called *Word\_2010.doc*. Select it and click the **Open** button (or double-click on the name of the file to open it).



**Tip** You'll notice in the file tab there is a **Recent** option. Clicking this will display a list of files you have opened/saved recently so you can easily click to re-open them.

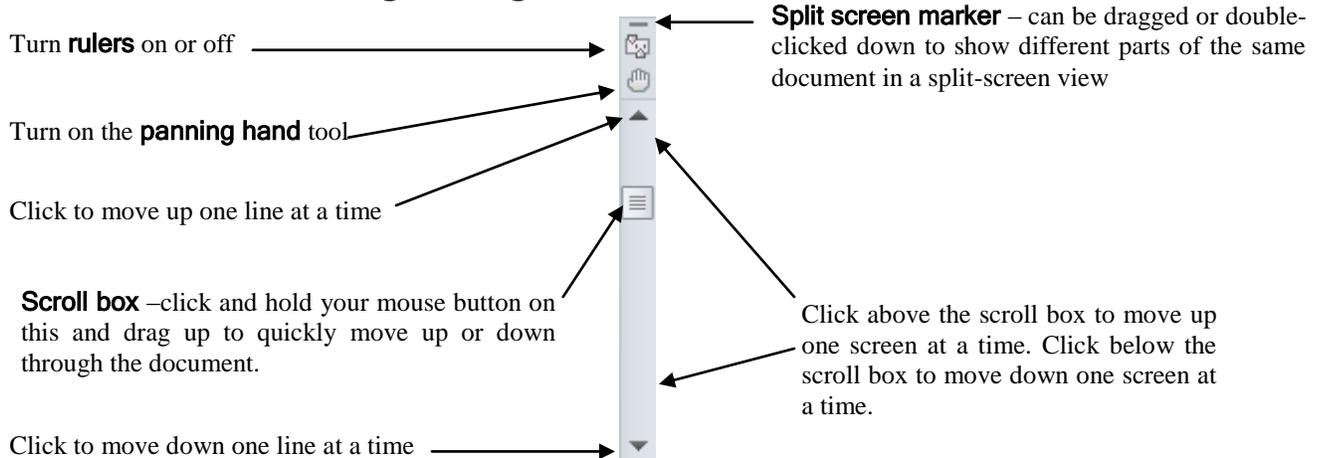
## Moving Around a Document

You can tell how long a document is by checking the status bar at the bottom of the window. For example, when you opened the *Word\_2010* document, the bottom left section of the status bar will show that you are on page one of a three page document. Page: 1 of 3 Words: 934

**Tip** In a large document with a lot of pages, you can double-click the page number indicator Page: 1 of 3 and then enter a page number to quickly jump to that page.

There are many ways to move around a document. One method is to use the vertical **Scrollbar** on the side of the screen.

### Exercise 2. Scrolling Through a Document



- 1) Click and hold your mouse on the scroll box as shown above. With the mouse button still held down, drag the scroll box downward until it reaches the bottom of the scrollbar. You will now be at the end of the document.
- 2) Click on the blank space above the scroll box to move up one screen. Repeat this until you reach the beginning of the document.
- 3) Click the **Panning Hand** icon at the top of the scrollbar. 

Your mouse will change to a hand shape. 

- 4) Click anywhere on the page and drag the page up or down.
- 5) Click on the icon again to turn it off.

### Exercise 3. Using the Mouse Wheel to Move Through a Document

Many computers these days have a mouse which includes a wheel between the two main buttons. This mouse wheel feature was introduced by Microsoft for the release of **Office 97** which included **Word 97**. Word 97 included features to take advantage of the mouse wheel and many other programs have since begun to include the same features. If you are using a mouse with a wheel, do the following exercise.



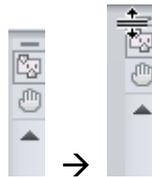
- 1) Roll the wheel on the mouse toward you. The page will scroll downwards.  
(The mouse setting in Windows will determine how far it scrolls each time you roll the wheel)
- 2) Roll the wheel on the mouse away from you to scroll the page upward.
- 3) Press and hold the wheel. While the wheel is pressed down, move the mouse down gradually to scroll down the page. The faster you move the mouse the faster you will scroll.

**Note** Using the mouse wheel and the scroll bar will change what part of the document is appearing on the screen but these methods won't change the position of the insertion point. If you begin typing, the view will immediately change to show where the insertion point is.

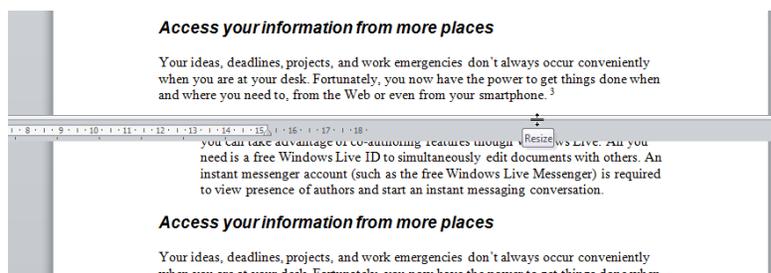
### Exercise 4. Split Document View

When you are working with a long document, you can use a split view to see different parts of a document at the same time.

- 1) Move your mouse over the small horizontal line at the top of the scrollbar. Your mouse will turn in to a double arrow shape as shown below.



- 2) Drag your mouse downward to create a horizontal bar (or **double-click** to split the document in to two evenly sized views). Your document will show both above and below this line. You can scroll the document separately in the top and bottom section.



- 3) To return the document to single document view, drag the dividing line back to the top of the document (or **double-click** on it).

## Exercise 5. Zooming in a Document

1) Locate the zooming tools in the bottom right of the window.



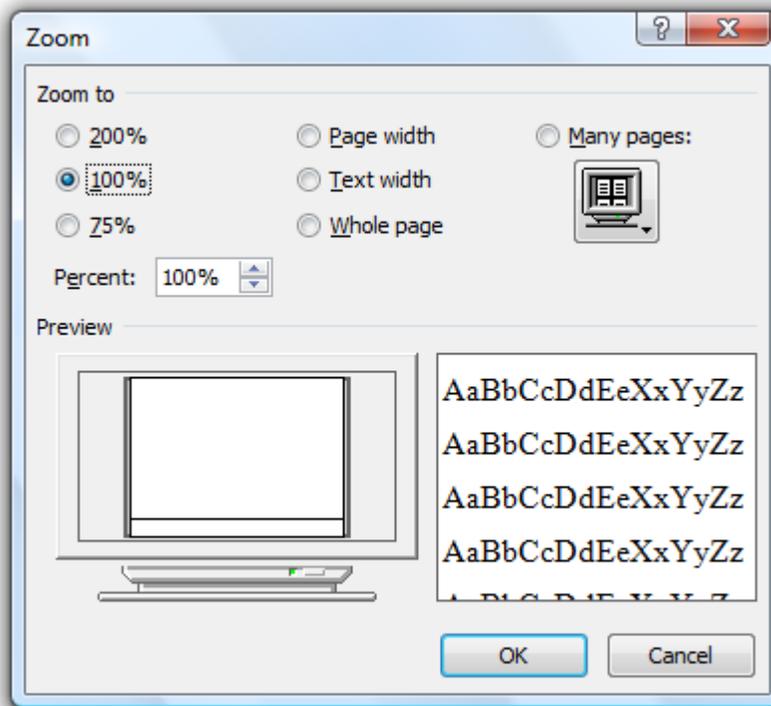
2) Click the + button to zoom in on the document.

3) Click the - button to zoom out of the document.

The space in between the + and - buttons works the same way as a scrollbar. You can drag the marker in the middle to change the zoom amount, or you can click in the space either side of it to zoom by large amounts.

To the left of the zoom buttons is an indicator showing the current zoom level. 100%

4) Click on this indicator to open the **Zoom to** options.



5) Select one of the options and click **OK**.

6) Hold down **[Ctrl]** and roll the middle wheel on your mouse. This is a quick way to zoom in and out on a document

**Tip** The control + mouse wheel method works in many programs apart from Word, such as some image editing programs.

7) Use any of the above methods to return the zoom level to 100%

## Exercise 6. Moving Using the Keyboard

Using the keyboard to move around in Word may not be the easiest method to learn, as it requires remembering key combinations, but for many people it is the quickest method, since you spend most of your time in Word with your hands already on the keyboard. Don't worry if you don't remember all of these. A list of these shortcuts can be found at the end of this section and you will begin to remember them with regular use. Note that all of the keyboard methods also move the insertion point.

- 1) Press the **[End]** key to move to the end of the current line.
- 2) Press the **[Home]** key to move to the beginning of the current line.
- 3) Hold down the **[Ctrl]** key and press the **[End]** key. This will take you to the end of the document.
- 4) Press **[Ctrl] [Home]** to move to the beginning of the document.
- 5) Hold down **[Ctrl]** and press the down arrow key **[↓]**. This will move down one paragraph at a time.
- 6) Press **[Ctrl] [↑]** to move up one paragraph at a time.
- 7) Press **[Ctrl] [→]** to move right one word at a time.
- 8) Press **[Ctrl] [←]** to move left one word at a time.
- 9) Press **[Page Down]** to move down one screen at a time.
- 10) Press **[Page Up]** to move up one screen at a time.
- 11) Press **[Ctrl] [Page Down]** to move to the top of the next page.
- 12) Press **[Ctrl] [Page Up]** to move to the top of the previous page.
- 13) Return to the beginning of the document when you have tried each of these keyboard shortcuts.

**Tip** If you have more than one document open in Word, you can use the **[Ctrl] [F6]** shortcut to switch between them.

## Exercise 7. Inserting and Deleting Text

Usually when you type text in Word, any existing text will move over to make way for the text you type.

- 1) Make sure your insertion point is at the beginning of the document (before the text *Word 2010*). Type the word *Microsoft* followed by a space. The rest of the text will move across so that the whole line reads *Microsoft Word 2010*.

**Caution** Sometimes Word may be set to **Overtyp** mode so that what you type replaces existing text instead of being inserted in front of existing text. You can turn overtype off or on by pressing the **[Ins]** (Insert) key. You can also **right-click** on the status bar at the bottom to display an **Overtyp/Insert** indicator which can be clicked to switch between the two.

Removing text can be done by either the **[Delete]** key or the **[Backspace]** key. The difference is that pressing the **[Delete]** key will remove text to the right of the insertion point, while pressing the **[Backspace]** key will move text to the left of the insertion point.

You can also delete entire words by holding down the **[Ctrl]** key while you press **[Delete]** or **[Backspace]**.

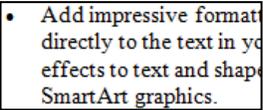
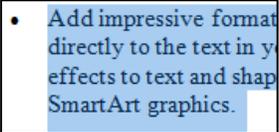
- 2) Move the insertion point to the second heading just before the word *documents*.
- 3) Press **[Ctrl] [Backspace]** to delete the word *compelling* to the left of the insertion point. Type the word *stunning*, adding a space after the word if needed. The heading should now read *Create visually stunning documents more easily than ever*.
- 4) Edit the text in the first paragraph so that it appears as follows.

*Word 2010 offers the best of all worlds: it includes enhanced features to create professional-quality documents, easier ways to work together with people, and almost-anywhere access to your files.*

## Selecting Text

When you are editing a document it is often necessary to select a section of the document. Some of the things that require you to select text first include, copying text, moving text and formatting text. Since we are going to learn about copying and moving text, we will first look at some different methods for selecting text.

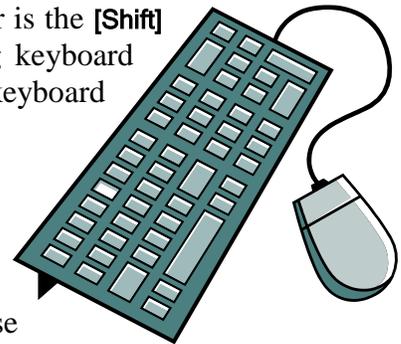
### Exercise 8. Selecting Text Using the Mouse

- 1) Make sure the *Word\_2010* document is still open.
- 2) Move your mouse pointer to the beginning of the paragraph that begins with the words, *“Add impressive formatting effects”*. When your mouse is over text, the mouse pointer changes to a letter “I” shape. 
  - Add impressive format directly to the text in yo effects to text and shap SmartArt graphics.
- 3) Hold down the mouse button and with the button still held down, move it to to the end of the paragraph until the whole paragraph is selected. When the text is selected, the white space around the text becomes shaded to indicate what part of the text is selected. 
  - Add impressive format directly to the text in yo effects to text and shap SmartArt graphics.
- 4) To de-select the text, click anywhere on the page. If you want to select a large amount of text (especially more than one screen’s worth) then it can be difficult to select by dragging.
- 5) Click at the beginning of the same paragraph.
- 6) Scroll down to the second page and move your mouse (without clicking yet) to the end of the paragraph that finishes with the words, *“customize built-in tabs”*.
- 7) Hold down the **[Shift]** key while you click. Everything in between will be selected. If you want to adjust the point where the selection ends, simply hold down **[Shift]** and click again on the new end point.
- 8) Move your mouse to the left of the, *“Work together more successfully”* heading. When your mouse is to the left of a row of text, the pointer will turn in to a right pointing arrow. 
  - **Work together more s**  
If you work with others on dc
- 9) Click to the left of the row to select the entire row. When your mouse is to the left of the text, you can also click and drag up or down to select several rows.
- 10) Move your mouse over any word in the document. Double-click to select the entire word. Word will select everything between two spaces. If you keep your mouse held down on the second click and drag left or right, you will select a word at a time.
- 11) Make sure no text is selected and move your mouse over any sentence in the document. Hold down **[Ctrl]** and click to select a whole sentence. Word will select everything between two full stops but this will only work when there is nothing already selected.
- 12) Move your mouse over any paragraph in the document. Triple-click to select the entire paragraph. Word will select everything between points where the **[Enter]** key has been pressed.

**Tip** If you already have text selected then holding down the **[Ctrl]** key will allow you to select additional text, even if there is a gap between the areas you are selecting. This allows you to select more than one area at the same time.

## Exercise 9. Selecting Text Using the Keyboard

For selecting text using the keyboard, the important key to remember is the **[Shift]** key. Earlier we looked at ways to move around a document using keyboard shortcuts. If you hold the **[Shift]** key while using any of the other keyboard shortcuts, Word will select all of the text you move over.



- 1) Move up to the beginning of the document.
- 2) Click at the beginning of the, “*Designed to give you*” paragraph.
- 3) Hold down the **[Shift]** key and press the right arrow key **[→]**. If you keep pressing the **[→]** key while holding **[Shift]** you will increase the amount of text selected.
- 4) Hold down **[Ctrl]** and **[Shift]** at the same time as pressing the **[→]** key. This will select one word at a time.
- 5) Press any arrow key without holding down **[Shift]**. Moving without holding down the **[Shift]** key will deselect any text you have selected.
- 6) Click in the middle of a sentence in the document.
- 7) Hold down **[Shift]** and press **[Home]**. Word will select everything from your current position to the beginning of the line.
- 8) Hold down **[Shift]** and press **[Ctrl] [Home]**. Word will select everything from your current position to the beginning of the document.
- 9) Repeat steps 6 to 8 using the **[End]** key instead of the **[Home]** key.
- 10) Hold down the **[Shift]** key and then press **[Ctrl] [↓]** twice. Word will select whole paragraphs.
- 11) Hold down **[Ctrl]** and press **[A]** to select the entire document.
- 12) Deselect the text by clicking anywhere on the document or pressing any of the arrow keys.

## Copying and Moving Text

As part of editing text, it is often necessary to rearrange text in a document using copy and move techniques. The two methods for moving and copying that will be explained in the following exercises are **Copy & Paste** and **Drag & Drop**.

The Copy & Paste method uses the Windows Clipboard. The clipboard is a temporary storage tool in Windows that can be used to copy or move information around in a program or even from one program to another. It works by placing information, such as selected text, in the clipboard and then pasting the information where you want it to go.



The Drag & Drop method uses the mouse to drag text from one location and drop it in another location.

### Exercise 10. Moving Text Using Cut & Paste

To use Cut & Paste you need to use the following steps.

- a. Select the text you want to move.
  - b. Use the Cut command to place the selected text in the clipboard.
  - c. Move the insertion point to the position you want the cut text to go.
  - d. Use the Paste command to place the information from the clipboard in the destination.
- 1) Make sure you are on the first page of the *Word\_2010* document and locate the paragraph that begins with, *“Add impressive formatting effects”*.
  - 2) Select the sentence at the end of that paragraph which says, *“You can now apply.”* (Remember you can hold down **[Ctrl]** and click to select a whole sentence).
  - 3) Use one of the following methods to select the **Cut** command.
    - a. Click your right mouse button on the selected text (some keyboards have a key next to the space bar which looks something like . This can be pressed to activate the right-click menu)



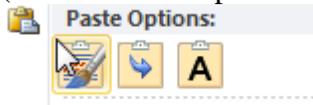
**Tip** whenever you see an underlined letter in a menu, such as the **t** in **Cu**t****, it means you can press that letter on the keyboard to select that option rather than click on it.

- b. Click the Cut icon  **Cu**t**** on **Home** ribbon tab (it is near the left edge of the ribbon).
- c. Use the **[Ctrl] [X]** keyboard shortcut.

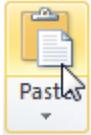
When you cut the text, it will be removed from the document as it is placed in the clipboard ready for pasting elsewhere.

4) Move to the beginning of the paragraph and use one of the following methods to select the paste command.

- a. Click your right mouse button on the selected text and select one of the first paste options (more on those options in a moment).



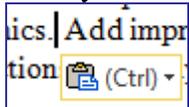
- b. Click the Paste icon on **Home** ribbon tab (clicking the arrow under it shows additional paste options but leave them for now).



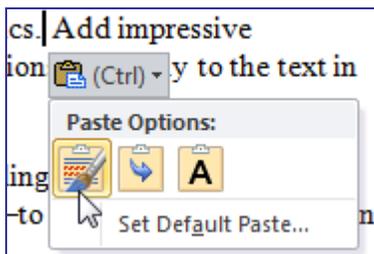
- c. Use the **[Ctrl] [V]** shortcut.

The text will now be placed at the beginning of the paragraph.

After you have pasted the text, a paste icon will appear at the end of the text you just pasted.



13) Click on the arrow next to this paste icon to see the paste options.



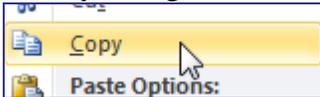
These provide you with different ways of handling the formatting (more on formatting in later exercises). For example, if you have copied green, large text and pasted it in to a document that contains small black text, the paste options allow you to choose whether you will keep the green look of the text or make it match the existing text in the document.

## Exercise 11. Copying Text Using Copy & Paste

The only difference between the Copy command and the Cut command is that the Copy command will leave a copy of the selected text at the original location while the Cut command will remove it from the original location.

- 1) Locate the paragraph that begins with, “*Recover draft versions*”. In that paragraph you will see “™” after, “*Microsoft Office Backstage*”. We will copy this so that it also appears in other paragraphs.
- 2) Select the trademark symbol “™”.
- 3) Select the Copy command using one of the following methods.

- a. Click your right mouse button on the selected text and select **C**opy from the right-click list.

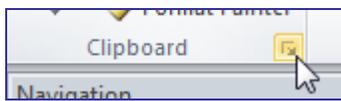


- b. Click the **C**opy icon  **C**opy on the **H**ome ribbon tab.
- c. Use the **[Ctrl] [C]** shortcut.

- 4) Look further down the page for the words “*SharePoint Foundation 2010*” inside the paragraph that begins with “*If you work for a company*”.
- 5) Click right after “*SharePoint Foundation 2010*”.
- 6) Paste the copied text.

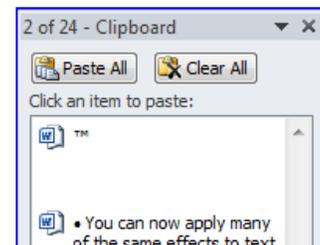
Once you have cut or copied some text to the clipboard, you can paste it as many times as you want to make multiple copies. In fact, recent versions of Word allow you to have more than one bit of text in the clipboard at any given time.

- 7) Click the small arrow under the copy and paste options on the Ribbon.



This will display the clipboard task pane. The clipboard task pane displays a list of everything which is currently in the clipboard. You can use this list to re-paste what you have previously copied.

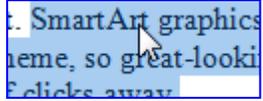
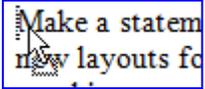
- 8) Click the **x** in the top right corner of the clipboard to close it.



**Tip** Experienced users of Word often find that the quickest way to use Cut, Copy & Paste is to use the keyboard shortcuts. Because the X, C, and V key are all next to the left [Ctrl] key, it is very easy to use those shortcuts with your left hand, leaving your right hand to select with your mouse.

## Exercise 12. Drag & Drop Editing

Another simple way to move and copy text is to use the drag & drop method. This is especially useful when you want to quickly move or copy text over short distances in your document.

- 1) Locate the paragraph that begins with, “*Make a statement with*”.
- 2) Select the last sentence in the paragraph, from, “*SmartArt graphics*”, to “*couple of clicks away*” (remember you can hold down **[Ctrl]** while clicking to select the entire sentence).
- 3) Move your mouse over the selected text and your mouse pointer will be arrow shaped. A screenshot showing a mouse cursor pointing to the text "SmartArt graphics" which is highlighted in blue. The text "eme, so great-looki" and "clicks away" is visible below it.
- 4) Hold your mouse down on the selected text and drag to the beginning of the paragraph. Release the mouse when your mouse pointer is before “*Make a statement with*”. A screenshot showing a mouse cursor pointing to the text "Make a statement with" which is highlighted in blue. The text "new layouts fo" is visible below it.
- 5) Add a space between the sentences if needed (sometimes Word will do that for you depending on what you had selected to start with).
- 6) Save changes to the document and close the file.

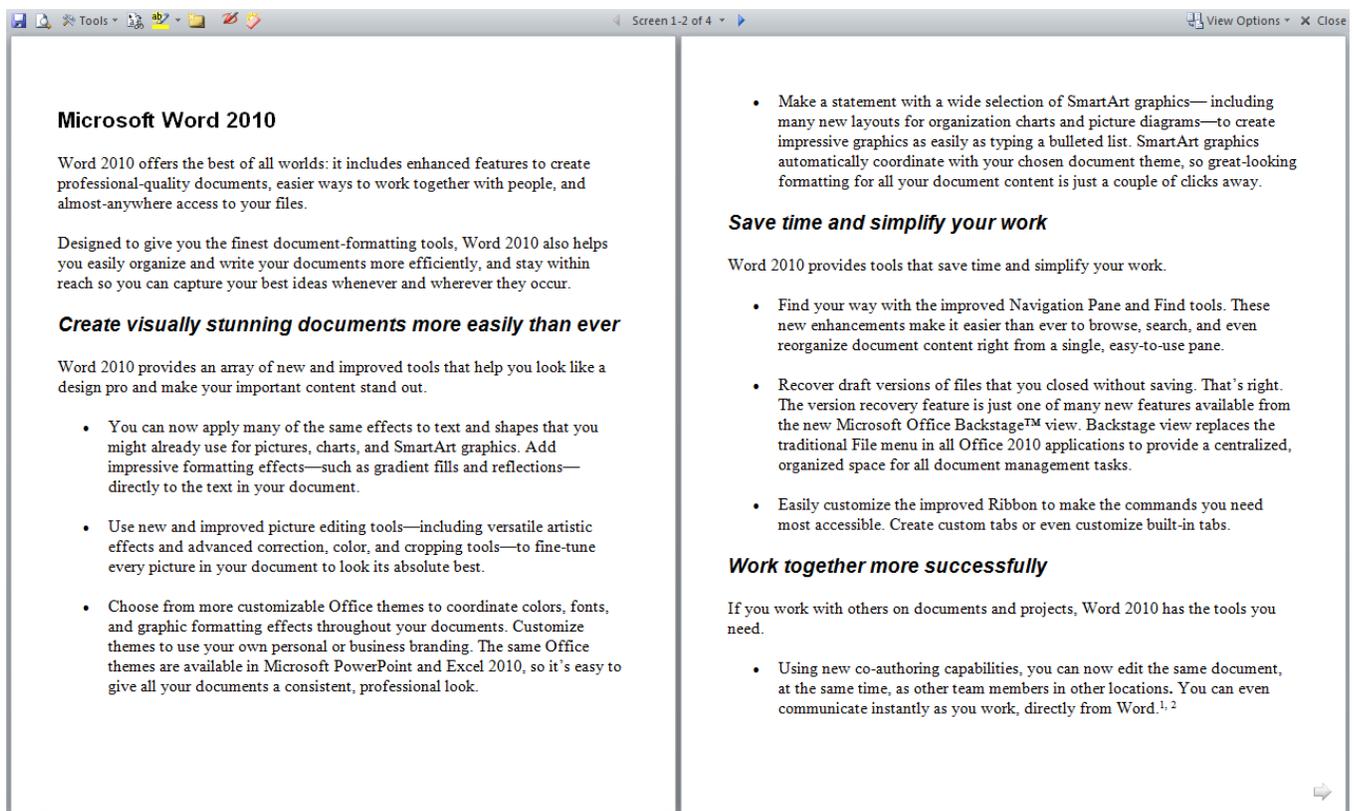
**Tip** If you hold down **[Ctrl]** while you are dragging selected text, you will be copying instead of moving.

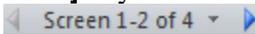
- 7) Open the file called *Copying and Moving Practice* and follow the instructions in that document to practice copying & moving.
- 8) Save the changes to that document when done.

### Exercise 13. Using the Reading Layout View

Word documents are generally intended for being read after they have been printed. Sometimes you may want to read a document without printing it but the screen layout often makes this difficult. You can view your document in different ways in Word and one of these ways is the **Reading Layout** view. The reading Layout view is intended to arrange text in a document so that it is easier to read on the screen. This doesn't change the way it looks when it prints.

- 1) Open the *Word\_2010* document.
- 2) You can switch to the Reading Layout view by selecting it from the **View ribbon tab** or by clicking the icon in the bottom-right corner of the window.



While in the Reading Layout view, you will notice that the text appears a lot larger and the page is re-sized to fit on the screen. You can use **[Page up]** & **[Page Down]** keys to move to different pages in the documents or use the screen selection buttons at the top. 

- 3) Exit the Reading Layout view by clicking the  icon in the top right of the screen or by pressing the **[Esc]** key.

**Shortcuts Covered in This Section**

<b>Ctrl ↑ or ↓</b>	Move up or down one paragraph at a time
<b>Ctrl ← or →</b>	Move left or right one word at a time
<b>Ctrl A</b>	Select all text in a document
<b>Ctrl Backspace</b>	Delete a whole word to the left
<b>Ctrl C</b>	Copy selected text
<b>Ctrl Delete</b>	Delete a whole word to the right
<b>Ctrl End</b>	Move to the end of a document
<b>Ctrl Home</b>	Move to the beginning of a document
<b>Ctrl O</b>	Open a file.
<b>Ctrl PageDown</b>	Move to the next page
<b>Ctrl PageUp</b>	Move to the previous page
<b>Ctrl V</b>	Paste text from the clipboard
<b>Ctrl X</b>	Cut selected text
<b>End</b>	Move to the end of a line
<b>Home</b>	Move to the beginning of a line
<b>PageDown</b>	Move down one screen
<b>PageUp</b>	Move up one screen
<b>Shift</b>	Combined with other shortcuts can be used to select text