



Entering and Deleting Text


Inserting and deleting text is one of the most important tasks you need to learn how to do in Word.


Enter text


Click the insertion point where you want to enter the text and then type the text you want to enter.

 **Tip:** Use the Click and Type feature to enter text in a blank area of the document. Double-click a blank area of the document where you want to position your text and start typing.

 Double-click near the left side of the page to align text to the left of the page.

 Double-click near the center of the page to center text over the page.

 Double-click near the right side of the page to align text to the right of the page.

 **Tip:** Press the **<Enter>** key to start a new paragraph or insert an empty line.

Delete text

To delete a single character: Place the insertion point next to the text that you want to delete. Press the **<Delete>** key to delete text after, or to the right of, the insertion point. Press the **<Backspace>** key to delete text before, or to the left of, the insertion point.

To delete a block of text: Select the text you want to delete and press **<Delete>** or **<Backspace>**.

Exercise

Exercise File: None required.

Exercise: Write a brief note or letter in a new document.

Use the **<Backspace>** and **<Delete>** keys to correct errors or rewrite text.

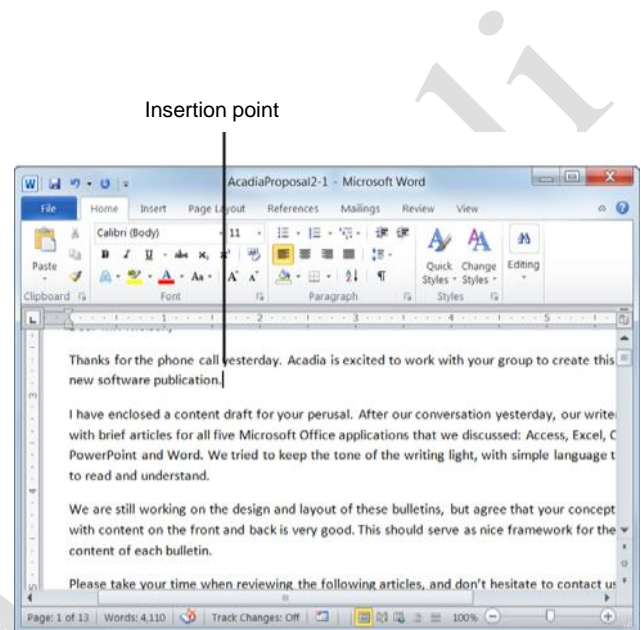


Figure 2-1: The insertion point and inserting text in a document.

Selecting and Replacing Text

The greatest advantage to using a word-processor is how easy it is to edit text throughout the document. A quick and easy way to edit text is by selecting text and replacing text.

Select text

Selecting text is a very important skill in Word. Whenever you want to work with text to edit or format it, you first need to select it.

Click the insertion point at the beginning or end of the text you want to select.

Selecting text is a useful skill because once text is selected, you can work with it by replacing, deleting, or formatting it.

Click and hold the left mouse button and drag the insertion point across the text. Release the mouse button once the text is selected.

Other Ways to Select Text:

Keystrokes: Press and hold the <Shift> key while using the arrow keys to select characters (Right and Left arrow keys) or lines (Up and Down arrow keys). Add the <Ctrl> key to select by words (Right and Left arrow keys) and paragraphs (Up and Down arrow keys).

Multiple blocks: Select the first block of text and hold down the <Ctrl> key as you select the remaining block(s) of text.

Text with similar formatting: This command selects any text that has the same formatting properties as text that is currently selected. Click the **Select** button in the Editing group of the Home tab in the Ribbon and select **Select Text with Similar Formatting**. All text that is formatted exactly as the current text is selected.

Replace text

Replace text by first selecting it, then typing the new text.

Exercise

Exercise File: AcadiaProposal2-2.docx

Exercise: Replace June Cartwright’s contact information with your own name and contact information.

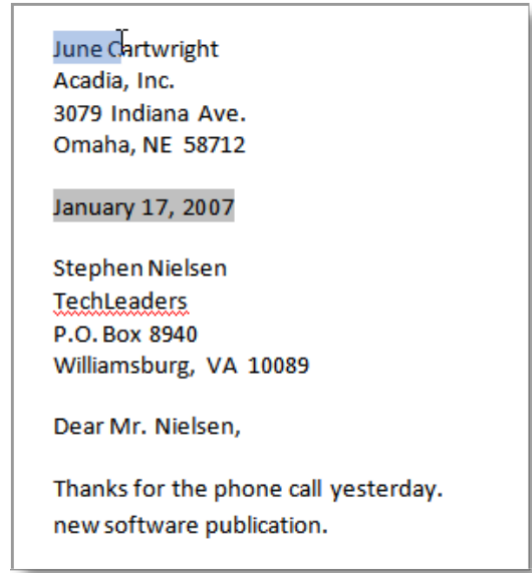


Figure 2-2: Selecting text.

Table 2-1: Text Selection Shortcuts

A word	Double-click the word.
Several bits of text	Select the first block of text, then press and hold <Ctrl> as you select the remaining blocks of text.
A sentence	Press and hold <Ctrl> and click anywhere in the sentence.
A line of text	Click in the selection bar next to the line.
A paragraph	Triple-click in the paragraph, or double-click in the selection bar next to the paragraph.
The entire document	Triple-click in the selection bar, or press and hold <Ctrl> and click anywhere in the selection bar, or press <Ctrl> + <A>, or click the Select button in the Editing group of the Home tab in the Ribbon and select Select All.

Navigating through a Document

As a document gets longer, it gets harder and harder to navigate through it. For example, if you were working on a 200-page novel, how would you get to the very end of the document or to page 54? This lesson shows you several ways to navigate through your documents.

Scroll bars

The scroll bars are the most basic way to move between pages in a document. The *vertical scroll bar* is located along the right side of the window and is used to move up and down in a document. The *horizontal scroll bar* is located along the bottom of the window, and is used to move from left to right when a document doesn't fit entirely on the screen.

When you click the arrow, the screen scrolls down one line at a time. Click and hold to move faster.

Click and drag the scroll box to move in the document.

Navigation keystrokes

You can use keystrokes to move the insertion point in the document.

Table 2-2: Document Navigation Keystrokes

<Home>	To the start of the line.
<End>	To the end of the line.
<Page Up>	Up one screen.
<Page Down>	Down one screen.
<Ctrl> + <Home>	To the beginning of the document.
<Ctrl> + <End>	To the end of the document.

Go To

You can move directly to a certain location in the document using the Go To command.

Click the **Home** tab on the Ribbon and click the **Find** button list arrow in the Editing group.

A list of options appears.

Select **Go To** from the list.

The Find and Replace dialog box appears.

- Other Ways to Open the Go To dialog box:**
Press <Ctrl> + <G>. Or, press <F5>.

Exercise

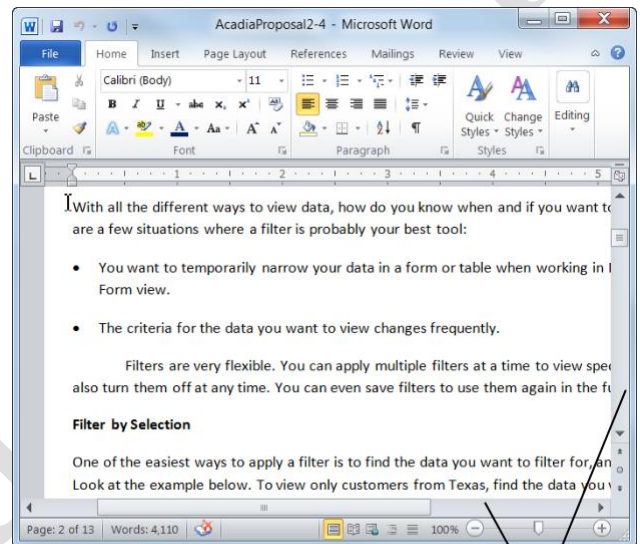
Exercise File: AcadiaProposal2-3.docx

Exercise: Use the Go To command to jump to page

10. Use a keystroke shortcut to scroll up to page 8.

Use the vertical scroll bar to scroll to the end of the document.

Use a keystroke shortcut to jump to the beginning of the document



Scroll bars

Figure 2-3: Use the scroll bars to navigate in a document.

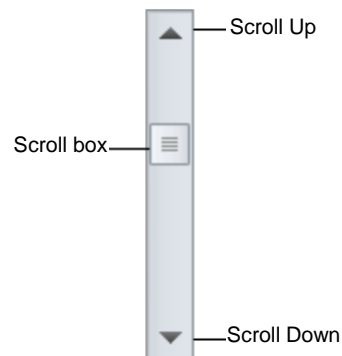


Figure 2-4: The parts of a scroll bar.

Enter the page number you wish to go to in the **Enter page number** text box and click **Go To**.

Word jumps to the specified page in the document.

- ✔ **Tip:** The Go To command can jump to more than just pages. For example, you can jump to a specific heading or footnote in the document. Just select what you want to go to in the “Go to what” list and enter the information in the text box.

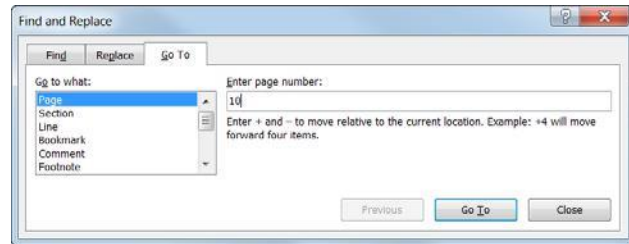


Figure 2-5: The Go To tab in the Find and Replace dialog box.

Browsing a Document

Scrolling through a long document can be confusing and time-consuming. Word 2010 includes some tools to make browsing longer documents easier.

Browse by object

Browsing by objects allows you to focus on specific aspects of a document as you navigate through it. For example, if you want to focus on how the images look in the document, select Browse by Graphic to jump to each graphic in the document quickly.

Click the **Select Browse Object** button on the vertical scroll bar.

When you point to a Browse option, a brief description of that option will appear beneath the options.

- **Other to Open Browse by Object:**
 Press **<Alt> + <Ctrl> + <Home>**.

Select the object by which you want to navigate in the document.

Click the **Previous** and **Next** buttons to navigate through the document.

- **Other Ways to Do Browse Back and Forth Between Objects:**
 Press **<Ctrl> + <Page Up>** to go to the previous object. Press **<Ctrl> + <Page Down>** to go to the next object.

Browse by heading

The Navigation Pane makes it easy to get from one place to the next in a document using its headings.

Click the **View** tab on the Ribbon and click the **Navigation Pane** check box in the Show group. The Navigation Pane appears, displaying the “Browse the headings in your document” tab.

- **Other Ways to Open the Navigation Pane:**
 Press **<Ctrl> + <F>**. Or, click the **Home** tab and click the **Find** button.

- **Trap:** Headings only appear if you are viewing a document that uses heading styles.

Click a heading.

The heading is displayed in the main document window.

Exercise

Exercise File: AcadiaProposal2-4.docx

Exercise: Use the Browse by Graphic command to find the Filter By Selection graphic.

Use the Navigation Pane to browse to the Outlook header, then browse to page 7.

Turn off the Navigation Pane when you are done.

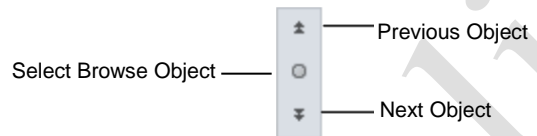


Figure 2-6: Use the Previous and Next Object buttons to navigate in the document.

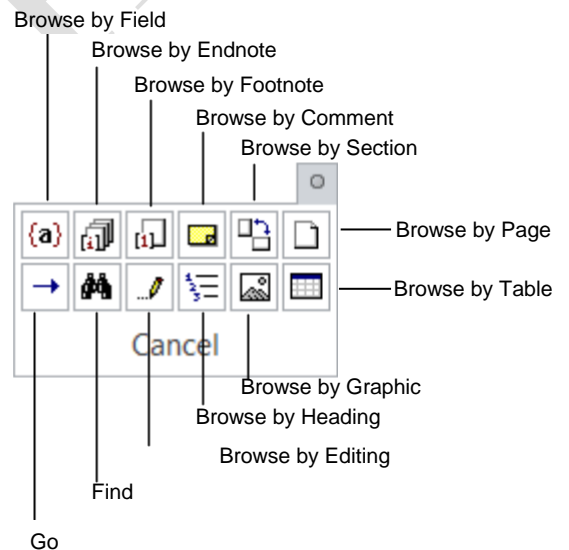


Figure 2-7: The Browse by Object feature offers different ways to navigate through a document. The Browse by Page option is selected by default.

Browse by page

You can also view thumbnails of all the pages in your document in the Navigation Pane.

Click the **View** tab on the Ribbon and click the **Navigation Pane** check box in the Editing Show group.

The Navigation Pane appears, displaying the “Browse the headings in your document” tab.

Other Ways to Open the Navigation Pane:
Press <Ctrl> + <F>. Or, click the **Home** tab and click the **Find** button.

Click the **Browse the pages in your document** tab in the Navigation Pane.

Thumbnails of a document’s pages appear.

Tip: Use the scroll bar in the Navigation Pane to move through all the pages in a document.

Browse the headings in your document tab

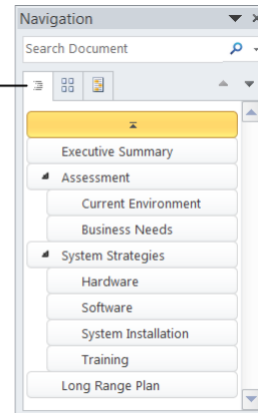


Figure 2-8: The “Browse the headings in your document” tab of the Navigation Pane.

Browse the page in your document tab



Figure 2-9: The Browse the pages in your document tab of the Navigation Pane.

Viewing a Document

There are several ways to change how a document's contents are displayed on a screen using Document views. You can also zoom in or out to view more or less of the page at a time, and display hidden document content.

Document views

Click the **View** tab on the Ribbon and click the button of the view you want to use in the Document Views group.

The document's contents are shown in the selected view.

Other Ways to Change Document View:

Click the button for the view you want to use in the status bar of the document window.

Word offers several different document views:

Print Layout view: This view displays your document as it will appear when printed and is best for working in documents with images. Print Layout view uses more memory and can be slower on older computers.

Full Screen Reading view: This view is optimized for reading. Only necessary toolbars appear, making room for enlarged text and navigational tools.

Web Layout view: Use Web Layout view when you are creating a Web page or a document that is viewed on the Web. In Web Layout view, you can see backgrounds, text is wrapped to fit inside the window, and graphics are positioned just as they are in a Web browser.

Outline view: Displays your document in classic outline form. Work in Outline view when you need to organize and develop the content of your document.

Draft view: This view is good for most simple word-processing tasks, such as typing, editing, and formatting. This view does not display advanced formatting, such as page boundaries, headers and footers, or floating pictures.

Exercise

Exercise File: AcadiaProposal2-5.docx

Exercise: View the document in Word's different views.

Zoom in to 200 percent, zoom out to 75 percent, then zoom to two pages.

Display the document's hidden characters and hide them again.

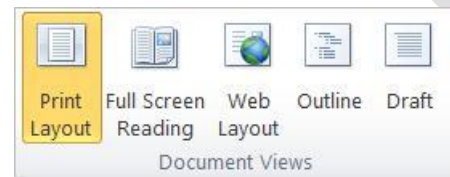


Figure 2-10: The Document Views group under the View tab on the Ribbon.

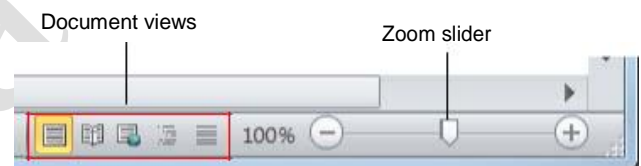


Figure 2-11: Document views and zoom on the status bar.

Zoom

Sometimes it is helpful to make a document appear larger on the computer's screen, especially if you have a small monitor or poor eyesight. It can also be helpful to zoom out so that you can see how the whole document looks.

Click and drag the **Zoom slider** on the status bar to the percentage zoom setting you want.

Other Ways to Zoom:

Click the **View** tab on the Ribbon and click the **Zoom** button in the Zoom group. Or, click the **One Page, Two Pages**, and **Page Width** buttons in the Zoom group.

Display and hide hidden characters

Sometimes it is useful to see characters that are normally hidden, such as spaces, tabs, and returns.

Click the **Home** tab on the Ribbon and click the **Show/Hide** button in the Paragraph group.

Click the **Show/Hide** button in the Paragraph group.

Other Ways to Display or Hide Hidden Characters:

Press **<Ctrl> + <*>**.

The hidden characters, or characters that normally don't print, appear in the document. Paragraph marks appear as ¶'s, tabs appear as →'s, and spaces appear as ·'s.

Notice the Show/Hide button on the Standard toolbar is highlighted orange, indicating that all the hidden characters in the document are visible.

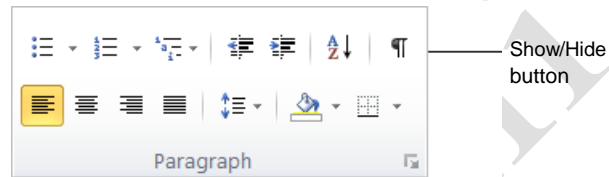


Figure 2-12: The Paragraph group.

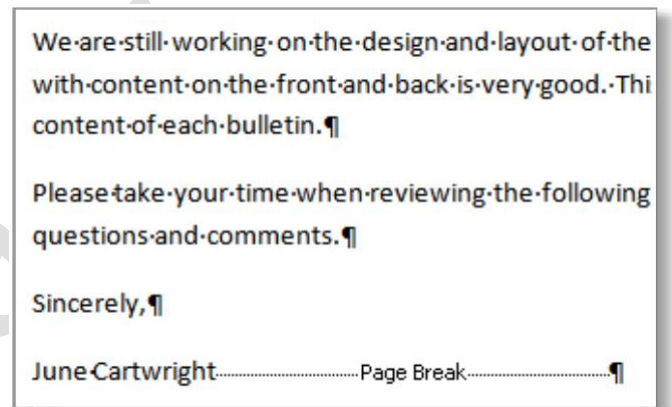


Figure 2-13: Displaying hidden characters.

Working with the Document Window

Each document you open in Word has its own window. This window has its own features you can use to change how you work with the document on your Windows desktop.

Change window size

You can change the size of the windows to organize the space on your screen better.

Maximize/Restore Down: When the document window is at its full size, this button appears as the **Restore Down** button. When the window appears in a smaller size, the button appears as the **Maximize** button.

Minimize a Window: Click the **Minimize** button on the title bar. Or, click the document's button on the Windows taskbar.

Resize a Window: Click and drag the **resize control** in the lower-right corner of the window.

Split the document window

Splitting the document window is a great way to view two parts of one document at the same time. When the window is split, you can make changes to the document as you would normally.


Click the **View** tab on the Ribbon and click the **Split** button in the Window group.

A gray shaded line appears in the document window with a cursor.

Click where you want to split the document window.

The document window is split into two panes. Now you can scroll up and down in each pane to view different parts of the document at the same time.

Other Ways to Split the Window:

Place your cursor on the line above the View Ruler button on the vertical scroll bar. When the cursor changes to , click and drag down to split the window in two.

When you no longer want the window to be split, remove the split.

- Click the **View** tab on the Ribbon and click the **Remove Split** button in the Window group. The window is no longer split.

Exercise

- Exercise File:** AcadiaProposal2-6.docx
- Exercise:** Minimize, maximize, restore down and resize the document window.
Split the window and view the document in a new window.



Figure 2-14: Changing window size.

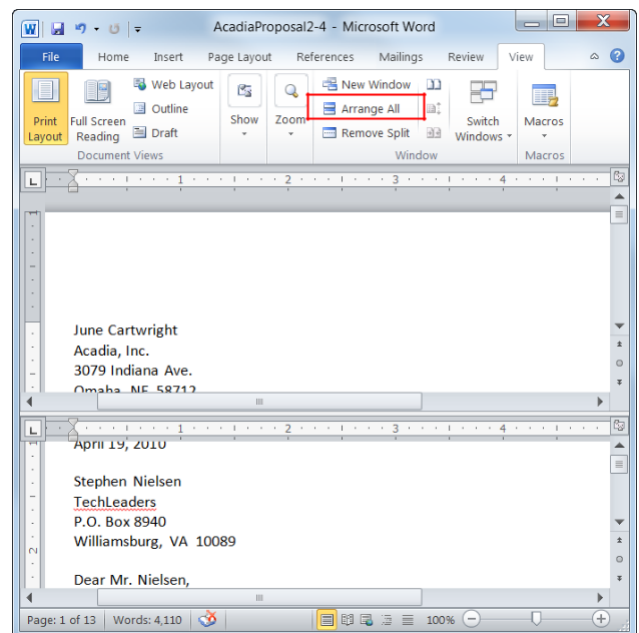


Figure 2-15: Split document window.

Other Ways to Remove a Document Split:

Click and drag the split line to the top or bottom of the document area.

Tip: The window can only be split into two panes.

Create a new document window

You can view a document in one or more windows at a time.

Click the **View** tab on the Ribbon and click the **New Window** button in the Window group.

Another window opens with the document's contents.

Tips

- Viewing a document in multiple windows does not create a new file. Any changes made in one of the document windows are applied to the same file.
- Each instance of a document window is marked in the title bar. For example, if a new window was opened for Document 1, the two document windows would be named Document 1:1 and Document 1:2.
- When a change is made to the document in one window, the change is reflected in all the windows for the document.

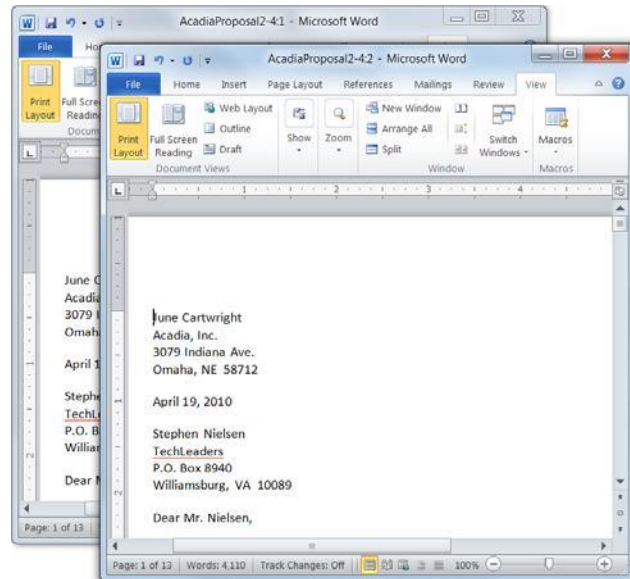


Figure 2-16: A document open in two document windows.

Viewing Multiple Document Windows

Since each document has its own window, you can work with the windows and view several document windows at the same time.

Switch between document windows

If you have several documents open in Word, you can switch between them while still having them open.

- ❑ Point to the **Word program** button on the Windows taskbar.
 - A preview of all open document windows appear.
- ❑ Click the preview for the document window you wish to open.
 - The selected document window becomes the active document.

Other Ways to Switch to Another Document Window:

Click the **View** tab on the Ribbon and click the **Switch Windows** button in the Window group. Select the document you want to view.

Tips

- When a document window is *active*, it is currently available to be worked on. When a document window is hidden but still open, it is *inactive*.

Arrange document windows

Use this command to arrange all open document windows so they can be viewed on the desktop.

Click the **View** tab on the Ribbon and click the **Arrange All** button in the Window group.

The document windows are tiled on top of each other, stacked horizontally, so that they can be viewed at the same time, but as separate windows.

Tips

- This command arranges all document windows that are currently open. The number of document windows that can be arranged on the screen at one time depends on your screen resolution. A higher screen resolution can accommodate more windows.
- To view more of a document window's contents at a time, have as few documents open at a time as possible. Only open the documents that you need so you can view more of their contents at a time.

Exercise Notes

- ❑ **Exercise File:** AcadiaProposal2-7.docx and Access Article.docx
- ❑ **Exercise:** Make the AcadiaProposal2-7 document active, then make the Access Article document active. Arrange the document windows so you can see both of them. Compare the documents side by side.

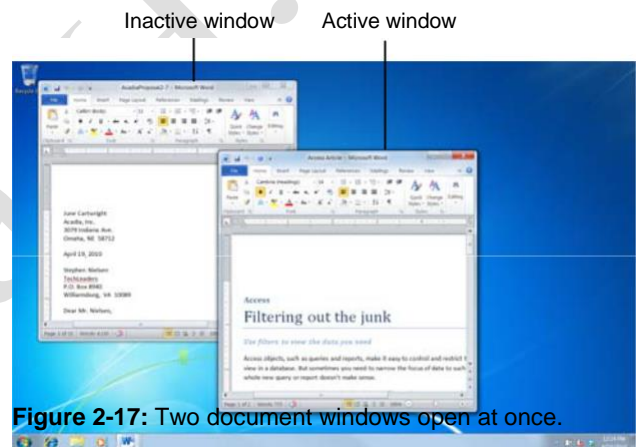


Figure 2-17: Two document windows open at once.

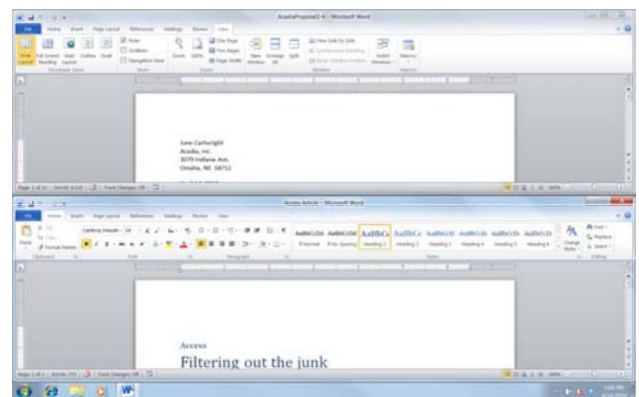


Figure 2-18: Two documents arranged using the Arrange All feature.

Compare documents side by side

If you need to compare the contents of documents to each other, one of the best ways to do this is to view them side by side.

- Open the two documents you want to view side by side.
The active document will be compared with another open document of your choice.

- Click the **View** tab and click the **View Side by Side** button in the Window group.

If only two documents are open, the documents are shown side by side.

Trap: If more than two documents are open, the Compare Side by Side dialog box appears. Click the document you want to view alongside the active document and click **OK**.

Two controls are now available when documents are viewed side by side:

Synchronous Scrolling is activated by default. This allows you to scroll down both windows at the same time.

Reset Window Position adjusts the size of the windows so that they share the screen equally.

- Click the **View Side by Side** button to turn off Compare Side by Side.
Only the active window is shown, while the other document remains open.

✓ Tips

- This feature only works with two document windows.



Figure 2-19: The Window group.