

TECHNIQUES FOR SELECTING TEXT

You can select text in a document using either the mouse or the keyboard and in some instances, a combination of both. The method you choose will depend upon what you want to

select and whether you are more comfortable using a mouse or a keyboard. The various techniques for selecting text are shown below.

To select...

Using the mouse

Using the keyboard

Single character

Click to the left of the character, hold down the left mouse button and drag to the right by one character.

Use the arrow keys to position the cursor to the left of the desired character. Hold down **Shift** and press **→**.

Multiple characters within a word

Click to the left of the character, hold down the left mouse button and drag to the right to highlight the desired characters.

Use the arrow keys to position the cursor to the left of the desired character. Hold down **Shift** and press **→** for each character.

Word

Double-click on the word.

Use the arrow keys to position the cursor to the left of the desired word. Press **Ctrl** + **Shift** + **→**.

Sentence

Click anywhere on the first word of the sentence, then, while holding down the left mouse button, drag the mouse to select the remaining words in the sentence.

Use the arrow keys to position the cursor at the start of the sentence, then press **Ctrl** + **Shift** and hold **→** until you have selected all of the words in the sentence.

Line

Hover over the blank selection bar to the left of the text until the pointer changes to a right-pointing arrow then click once.

Use the arrow keys to position the cursor at the start of the line, then press **Ctrl** + **Shift** + **→** until you have selected all of the words in the line.

Paragraph

Triple-click on a word in the paragraph, or
Hover over the blank selection bar to the left of the text until the pointer changes to a right-pointing arrow then double-click.

Use the arrow keys to position the cursor at the start of the paragraph, then press **Ctrl** + **Shift** + **↓**.

Block of text

Click anywhere on the first word of the block then, while holding down the left mouse button, drag the mouse over the remaining text, or
Use a combination of both the mouse and keyboard – click at the start of the selection, scroll up/down so you can see the end of where you want to select, then press **Shift** and click at the end of the selection.

Use the arrow keys to position the cursor at the start of the text, then press:
Ctrl + **Shift** + **→** to select whole words, or
Shift + **→** to select characters.

Whole document

Hover over the blank selection bar to the left of the text until the pointer changes to a right-pointing arrow then triple-click.

Press **Ctrl** + **Home** to position the cursor at the start of the document, then press **Ctrl** + **Shift** + **End**, or

Use a combination of both the mouse and keyboard – click anywhere in the document and press **Ctrl** + **A**.

SELECTING TEXT USING THE MOUSE

Before you can edit specific text characters, you must first select them, as this tells Word where to apply the changes. Selecting text involves highlighting the area of a document you want to

perform an action upon. You can select a character, word, sentence, line, paragraph or even the entire document. You can use the mouse to select text easily.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *Working With Text_1.docx...*

1 Point to **three** in the first line and double-click to select the word

2 Triple-click anywhere in the third paragraph to select the entire paragraph

You can also select text using the selection bar (the margin area to the left of the text)...

3 Point to the left of the second line of the third paragraph – when you move into the selection bar, the pointer will change to a right pointing arrow

4 Click once to select that line
Now to select the paragraph...

5 Ensure the mouse pointer is still to the left of the third paragraph then double-click to select the entire third paragraph

6 Click anywhere to deselect the paragraph

7 Hold down **Ctrl** then click in the first sentence of the fourth paragraph to select the sentence

The Founding Directors

Alpheius Global Enterprises was founded by three people: Annabel Lewis, Aaron Laversonn and Adele Lee.

All three founders share remarkably similar backgrounds.

They were all nominally born on Tuesday, February 29, 1972. We say, "nominally"

1

All three founders share remarkably similar backgrounds.

They were all nominally born on Tuesday, February 29, 1972. We say, "nominally" because this was the day that all three were left as very tiny, new-born babies on the steps of the orphanages run by the Holy Sisters of Divine Benevolence. The very peculiar thing is that Annabel was left on the steps of the orphanage in Clonmel, Ireland, Aaron on the steps of the orphanage in Dunedin, New Zealand, and Adele on the steps of the orphanage in Guiyang, China.

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4

You can select all the text in a document by triple-clicking in the selection bar at the left of the text or pressing **Ctrl** + **A**.

7

orphanage in Guiyang, China.

Each had a similar note enclosed in the basinet which instructed the good sisters to look after the child until February 29, 1992. An envelope was also enclosed with a wad of cash notes equivalent to 2 million US dollars. The note for each further instructed the orphanage to educate each child up to but not including university level and to then put each child to work tending the poor, the sick and the elderly until the child turned 20. During their education each child was to become fluent in at least three languages, one

For Your Reference...

To **select text using the mouse**:

- **Double-click** to select a **word**
- **Triple-click** to select a **paragraph**
- Press **Ctrl** and click in a sentence to select it
- Click and drag to select any range of text

Handy to Know...

- You can select all text in a document by clicking on **Select** in the **Editing** group on the **Home** tab and clicking on **Select All**.

SELECTING TEXT USING THE KEYBOARD

When changing text characters, you must first select the text you want to change, thereby indicating to Word exactly what text to modify. There are different ways to select text: you can

use the mouse, the keyboard or a combination of the two. To use the keyboard to select text there is one principle to remember: hold down **Shift** and use a key to move the insertion point.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Working With Text_1.docx...

- 1 Click to the left of the word **Enterprises** in the first line of the first paragraph to position the insertion point
- 2 Press **Ctrl** + **Shift** + **→** to select the word and the space immediately following the word, as shown
- 3 Click to the left of **They** in the first line of the third paragraph to position the insertion point
- 4 Press **Shift** + **End** to select the line of text
- 5 Press **Ctrl** + **Shift** + **↓** to select the paragraph
- 6 Press **Ctrl** + **A** to select the entire document
- 7 Press **Ctrl** + **Home** to return the insertion point to the start of the document

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5

For Your Reference...

To **select text** using the **keyboard**:

- Press **Ctrl** + **Shift** + **→** to select a word
- Press **Shift** + **End** to select a line of text
- Press **Ctrl** + **Shift** + **↓** to select a paragraph
- Press **Ctrl** + **A** to select the document

Handy to Know...

- If you wish to select contiguous words, for example, the first half of a sentence, position the insertion point and press **Ctrl** + **Shift** then keep pressing **→** until you have selected all words required.

EDITING TEXT IN INSERT MODE

By default, as you type in a document, the text is inserted at the position of the insertion point and the existing text is pushed to the right. This is called **Insert mode**. This mode enables you to

edit a document and easily insert new characters and even new words or whole paragraphs within the current text; all you need to do is click and type.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Working With Text_1.docx*...

1

Click to the right of the number **2** in the second sentence of the fourth paragraph

2

Type **.5** to edit the text

The text should now be *2.5 million*. You can also insert whole words...

3

Click to the left of the first instance of the word **orphanage** in the last sentence of the third paragraph

4

Type **old** then press to insert the word

Each had a similar note enclosed in the basinet which instructed the good sisters to look after the child until February 29, 1992. An envelope was also enclosed with a wad of cash notes equivalent to 2.5 million US dollars. The note for each further instructed the orphanage to educate each child up to but not including university level and to then put each child to work tending the poor, the sick and the elderly until the child turned 20. During their education each child was to become fluent in at least three languages, one of which was to be English. At the end of the period and if the orphanage had complied another envelope would be sent to the orphanage with a further 2.5 million US dollars – 2 million for the orphanage and the rest for the child.

2

Laversonn and Adele Lee.

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4

For Your Reference...

To **edit** text in **Insert mode**:

1. Click in the sentence where you want to add the text
2. Type the text

Handy to Know...

- You can display a mode indicator in the status bar to enable you to easily check which mode you are working in select **Overtyp**. **Insert** will display when you are using **Insert mode** and **Overtyp** will display when you are using **Overtyp mode**.

EDITING TEXT IN OVERTYPE MODE

As you type text in a document, the text is inserted by default at the position of the insertion point and the existing text is pushed to the right. This is called **Insert mode**. You can also switch

to **Overtyping mode**, where the text you type replaces the existing text positioned to the right of the insertion point. To use **Overtyping mode**, you first need to activate it.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Working With Text_2.docx*...

1 Click on the **File** tab to open the **Backstage**, then click on **Options** to open the **Word Options** dialog box

2 Click on **Advanced** to display the advanced options, then tick **Use overtyping mode** under **Editing options**

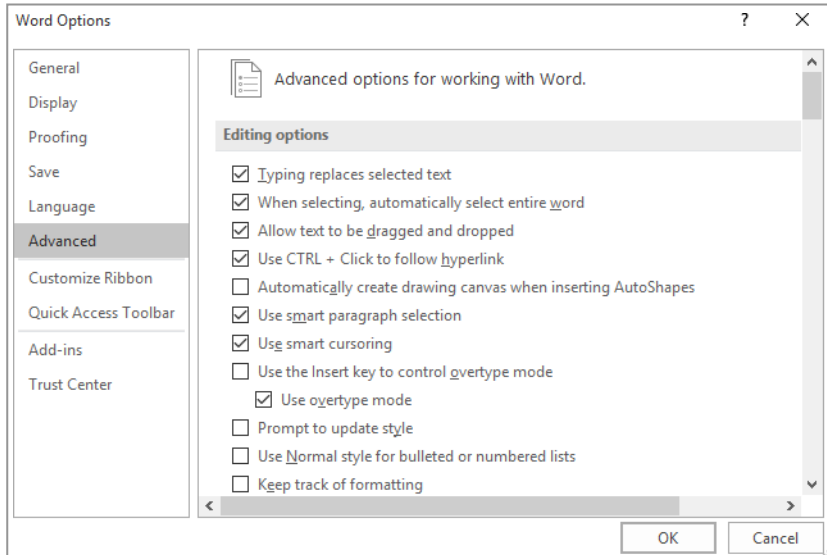
3 Click on **[OK]** to activate **Overtyping mode**

Now let's try it out...

4 Click to the left of **Dunedin** in the third paragraph to position the insertion point

5 Type **Manukau**
The existing text will be replaced with the new text...

6 Repeat steps **1** and **2** to deactivate **Overtyping mode** and revert to the default **Insert mode**



2

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5

For Your Reference...

To **edit** text in **Overtyping mode**:

1. Click on the **File** tab, then click on **Options**, then click on **Advanced** and check that **Use overtyping mode** is ticked, then click on **[OK]**
2. Type the text

Handy to Know...

- The **Use the Insert key to control overtyping mode** option in the **Word Options** dialog box enables you to press **[Insert]** to quickly toggle between **Insert** and **Overtyping** modes.

DELETING TEXT

One of the primary advantages of working with a word processor is the ease with which corrections can be made. In Word, text can easily be deleted from your document by using the **Del**

and **Back Space** keys to remove text. The **Del** key removes characters to the right of the insertion point, while **Back Space** removes characters to the left.

Try This Yourself:

Same File
Continue using the previous file with this exercise, or open the file *Working With Text_3.docx...*

1 Click to the left of **very** in the third paragraph to position the insertion point

2 Press **Del** to delete the letter to the right: **v**

3 Press **Del** **four** more times to delete **ery** and the space

4 Click to the right of **remarkably** in the second paragraph and press **Back Space** **11** times

This will delete the characters to the left of the insertion point...

5 Click to the left of **very peculiar** in the next paragraph

6 Press **Ctrl** + **Del**

This keyboard shortcut deletes an entire word...

7 Click to the left of **good** in the next paragraph, hold down **Shift** and click at the right end of **good** to select the word but not the space

8 Press **Del**

Notice how the spacing between the words is adjusted automatically

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6

steps of the orphanage in Manukau, New Zealand, and Adele on the steps of the orphanage in Guiyang, China.

Each had a similar note enclosed in the basinet which instructed **the sisters** to look after the child until February 29, 1992. An envelope was also enclosed with a wad of cash notes equivalent to 2.5 million US dollars. The note for each further instructed the orphanage to educate each child up to but not including university level and to then put each child to work tending the poor, the sick and the elderly until the child turned 20.

8

For Your Reference...

To **delete text**.

Position the insertion point, then:

- Press **Del** to remove text to the right
- Press **Back Space** to remove text to the left
- Press **Ctrl** + **Del**, or
- Press **Ctrl** + **Back Space** to delete a word

Handy to Know...

- You can select non-contiguous ranges of text. Simply select the first range, then hold down **Ctrl** and select the next range/s. When using this method to delete multiple words, keep in mind that Word may not automatically adjust the spacing between words.

USING UNDO

If you find that you have inadvertently deleted, changed or moved text, you can undo the changes that were made and revert to a previous version of the document. The **Undo** operation in

Word holds a snapshot of your document prior to each and every action you perform, enabling you to revert the document back to how it was before you made a change.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Working With Text_4.docx...

- 1 Triple-click in the first paragraph to select it
- 2 Press **Del** to delete it
- 3 Whoops! Didn't actually mean to do that...
- 3 Click on **Undo** in the **Quick Access Toolbar**
The deleted paragraph will be reinstated. Let's see how the Undo list of actions builds...
- 4 Click immediately before **founders** in the second paragraph, type **Alpheius** then press **Space**
- 5 Double-click on **tiny** in the third paragraph and press **Del** twice – this will delete the word and redundant comma
- 6 Click on the drop arrow for **Undo** in the **Quick Access Toolbar** to display the list of actions
- 7 Point to the third action and click on it – this will undo the last three actions

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5

For Your Reference...

To **undo** previous **actions**:

- Click on **Undo** in the **Quick Access Toolbar** to undo a single action, or
- Click on the drop arrow for **Undo** in the **Quick Access Toolbar** and select a series of actions

Handy to Know...

- You can use the keyboard shortcut **Ctrl** + **Z** to quickly undo the previous action. Alternatively, hold down **Ctrl** and press **Z** repeatedly to undo consecutive actions.

USING REDO

The **Undo** function has a handy partner called the **Redo** function. **Redo** enables you to reverse an action that has just been undone. Sound confusing? Well it's not. Consider an instance

where you delete some text from your document and then change your mind. **Undo** will reinstate the text, but if you change your mind again, **Redo** will delete the text once again.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Working Text_5.docx...

1 Triple-click in the first paragraph to select it

2 Click on the **Home** tab, then click on **Bold** in the **Font** group

Oops, this wasn't the formatting we wanted...

3 Click on **Undo** in the **Quick Access Toolbar** to remove the formatting

Notice the Redo tool is now available in the Quick Access Toolbar, enabling you to change your mind once again...

4 Click on **Redo** in the **Quick Access Toolbar** to reapply the bold formatting

5 Repeat step 3 to remove the **Bold** formatting

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The Founding Directors

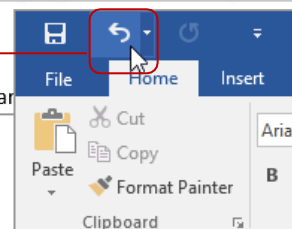
Alpheius Global Enterprises was founded by three people: Annabel Lewis, Aaron Laversonn and Adele Lee.

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They were all nominally born on Tuesday, February

3

The Undo tool



The Founding Directors

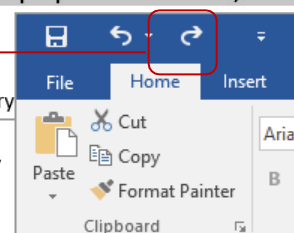
Alpheius Global Enterprises was founded by three people: Annabel Lewis, Aaron Laversonn and Adele Lee.

All three founders share similar backgrounds.

They were all nominally born on Tuesday, February

4

The Repeat tool



For Your Reference...

To **redo** a change (after **undoing** one first):

- Click on **Redo** in the **Quick Access Toolbar**

Handy to Know...

- The **Redo** tool is only available after you have used the **Undo** tool first to reverse a change – until that time, it is replaced with the **Repeat** tool.
- You can also use the keyboard shortcut **Ctrl + Y** to redo an action.

USING REPEAT

There will be many occasions when you are performing the same action repeatedly on different text within a document. For instance, you might be typing the same words, changing

the font of headings or italicising words throughout the document. After performing an action once, the **Repeat** function enables you to repeat the action on different text.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Working With Text_6.docx...

1 Select the heading **The Orphanages**

2 Press **Ctrl** + **B** to apply bold formatting to the heading text

3 Scroll down the page and select the heading **Out in the World**

4 Click on **Repeat** in the **Quick Access Toolbar**

When you point to the Repeat tool, a tooltip appears indicating the action that will be repeated. In this case it reads: Repeat Bold. The heading will now be formatted bold...

5 Repeat steps 3 and 4 to bold the heading **The Meeting**

6 Repeat the previous steps to now **italicise** the same three headings

Notice the Repeat tooltip now displays: **Repeat Italic**

1 The Founding Directors

Alpheus Global Enterprises was founded by three people: Annabel Lewis, Aaron Laversonn and Adele Lee.

The Orphanages

All three founders share similar backgrounds.

They were all nominally born on Tuesday, February 29, 1972. We say, "nominally" because

2 The Founding Directors

Alpheus Global Enterprises was founded by three people: Annabel Lewis, Aaron Laversonn and Adele Lee.

The Orphanages

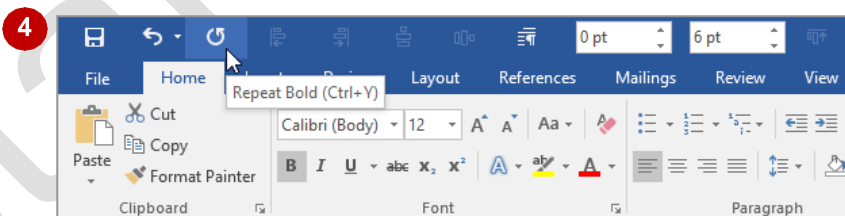
All three founders share similar backgrounds.

They were all nominally born on Tuesday, February 29, 1972. We say, "nominally" because

without sender information or return address.

Out in the World

The three charges were then released from their respective orphanages together with the allotted sum of money. Natural curiosity immediately took hold of each young adult, but no matter how hard they tried they could find no clue as to their parents or their background. The sisters had no information to go on, and Aaron even tried to contact the courier company, only to find that it had never existed.



6 Laversonn and Adele Lee.

The Orphanages

All three founders share similar backgrounds.

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For Your Reference...

To **repeat** the last action:

1. Click on **Repeat** in the **Quick Access Toolbar**

Handy to Know...

- The **Repeat** tool will switch to a **Redo** tool if you use the **Undo** tool. If you then make a change to the document or click on **Redo** it will switch back again.
- You can also use the keyboard shortcut **Ctrl** + **Y** to **Repeat** your last action.

USING CLICK AND TYPE

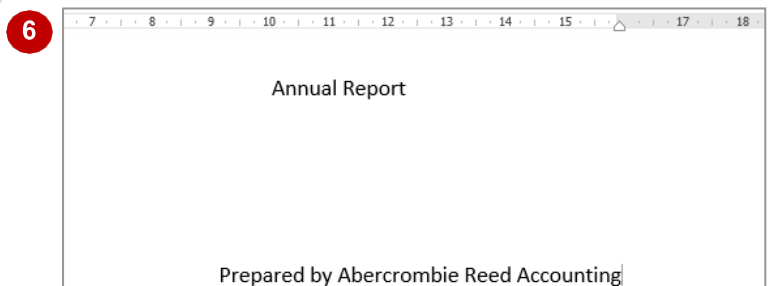
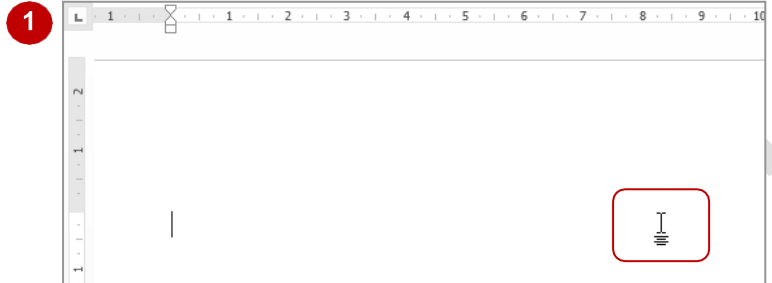
Click and Type is an ingenious feature in Microsoft Word that enables you to double-click anywhere you want the text to appear and then simply type. The mouse pointer will change

depending on where you hover over the page. Once you understand the different **Click and Type** pointers, you will have control over text placement without the need for alignment tools.

Try This Yourself:

Before starting this file ensure you have a blank document open...

- 1** Point to the middle of the page, below the top margin
The pointer should appear as shown...
- 2** Double-click to reposition the insertion point
Notice Centre alignment has been applied...
- 3** Type **JJ Smith & Associates**
- 4** Double-click in the centre of the page at approximately the **10 cm** mark on the vertical ruler, then type **Annual Report**
- 5** Select the text **JJ Smith & Associates** then click on the drop arrow for **Font Size** in the **Font** group and select **36**
- 6** Double-click in the bottom right corner of the page to right-align the insertion point and type **Prepared by Abercrombie Reed Accounting**
- 7** Select the text **Annual Report** and change the font size to **12 pt**



For Your Reference...

To **Click and Type**:

1. **Double-click** where you want the text to appear
2. Type the text

Handy to Know...

- If your rulers are not visible, you can display them by clicking on the **View** tab **Ruler** in the **Show** group.

INSERTING SYMBOLS AND SPECIAL CHARACTERS

Microsoft Word enables you to insert many different types of symbols and special characters, including characters that are not normally found on the keyboard. These special characters

include practical examples like the copyright symbol © and registered trademark symbol ®, through to artistic wingding characters like telephones ☎ and envelopes ✉.

Try This Yourself:

Open
File

Before starting this exercise you **MUST** open the file *Working With Text_7.docx...*

1

Click immediately after **TakeCare** in the third paragraph and press Space

2

Click on the **Insert** tab, then click on **Symbol** in the **Symbols** group

This will display a palette of commonly used symbols...

3

Click on **Copyright Sign** © to insert it into the paragraph

You can also use the **Symbols dialog box** to choose from the complete symbols and special characters collection...

4

Click on **Symbol** in the **Symbols** group, then select **More Symbols** to open the **Symbol dialog box**

5

Click on the drop arrow for **Font** and click on **Webdings**

Alternatively, click on **Wingdings** if **Webdings** is not available. You will now see a collection of some of the graphical characters...

6

Browse through the various characters then click on **[Cancel]** to close the dialog box

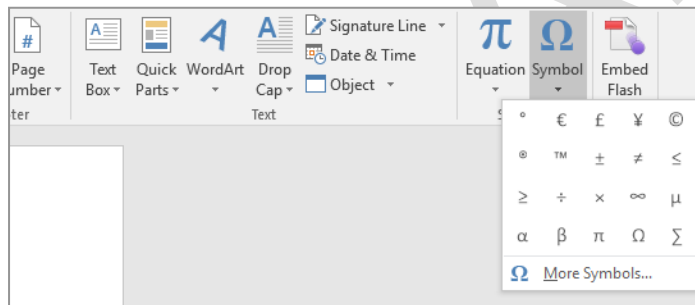
1

Melbourne, Dublin, Auckland, Paris, and New York.

The company began out of the desire to offer eco-friendly products and services, and to do so in a responsible, corporate way. Its **TakeCare** production methodologies make **Alpheius** the leader in its field, while its **EnviroFlair** product has won acclaim the world over.

The company is neither fully private, nor public. It has been floated on its own intra-exchange, where employees, suppliers, and customers, can elect to purchase

2



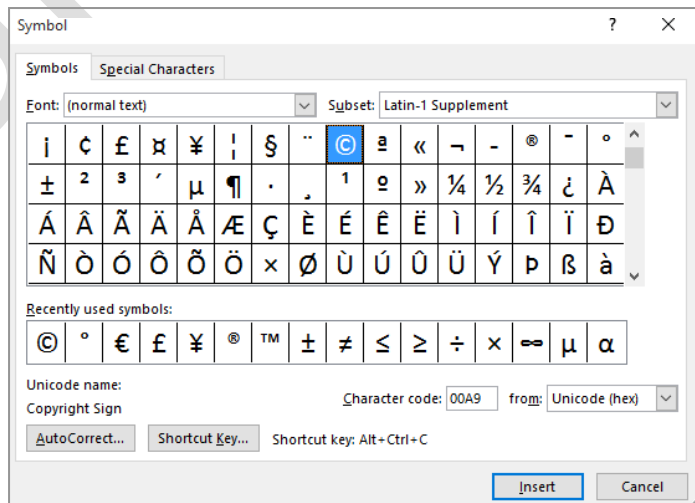
3

Melbourne, Dublin, Auckland, Paris, and New York.

The company began out of the desire to offer eco-friendly products and services, and to do so in a responsible, corporate way. Its **TakeCare** © production methodologies make **Alpheius** the leader in its field, while its **EnviroFlair** product has won acclaim the world over.

The company is neither fully private, nor public. It has been floated on its own intra-exchange, where employees, suppliers, and customers, can elect to purchase

4



For Your Reference...

To **insert symbols**:

1. Click on the **Insert** tab, then click on **Symbol** in the **Symbols** group
2. Click on **More Symbols**
3. Select a **Font** then click on a symbol
4. Click on **[Insert]** then click on **[Close]**

Handy to Know...

- You can use the **Special Characters** tab in the **Symbol** dialog box to insert characters such as **Em Dashes** (–) which present clearer in documents than normal dashes and **Nonbreaking Spaces** which prevent consecutive words separating from the end of one line and moving onto the next.

UNDERSTANDING FIND AND REPLACE

Quite logically, **Find and Replace** is the act of locating information and replacing it with other information. Microsoft Word automates the procedure which is particularly handy, for

instance, in a 100-page document. There are many facets to the **Find and Replace** function as it is capable of finding and replacing more than just text.

What is Find and Replace?

Within Microsoft Word, **Find and Replace** is the tool that enables you to locate specific things and replace them (if you choose to) with an alternative. In its simplest form, this involves searching for a word and replacing each instance with a different word. For example, to localise a document that you plan to send to the UK, you might want to locate all instances of the word 'dollars' and replace them with 'pounds' (or euros).

There are two ways to conduct the replacement: automatically or manually. The quicker alternative is to choose to replace all instances of the word automatically. This is useful, for example, in a document that contains the maiden name of a recently married woman who has changed her surname. In this instance you would want all instances of her maiden name to be replaced with the married. However, in some instances, it may be more beneficial to manually move through the matches one-by-one and change only those that require it. Consider a document that contains the words 'stationary' and 'stationery', or 'principal' and 'principle' – you may suspect that you have used the incorrect version of the word at times, so simply replacing one with the other is not really what you want to achieve in this case. By searching for each instance, one at a time, you can decide which ones to change.

Replacing searched text is not mandatory; you can also use the **Find** facility independently of **Replace**. This is useful if you want to check through your document and see each instance of a particular word, but not necessarily make any changes.

What Can I Find and Replace?

The **Find and Replace** tool is very comprehensive. It is not limited to only locating single words; you can also find phrases, special characters, formatting and document marks. Word also enables you to search on similar sounding words (this is especially good if you're not sure how to spell a word), parts of words using wildcards or specific text case to name just a few. Simply use the options in the **Find Options** or the **Find and Replace** dialog box to set the criteria, as shown in the table below.

The Search (Find) Options

Option	Description	Example
<i>Match case</i>	Only text exactly matching the case typed in the Search field will be returned	AlphECom will not find alphecom
<i>Find whole words only</i>	Only text that matches the whole word/s typed will be returned	sand will not find sandpit or sandfly
<i>Use wildcards</i>	Wildcards can be substituted for characters, digits or letters. Select them from [Special]	b^\$t finds bit, bet, bat, but
<i>Sounds like (English)</i>	Text that is phonetically similar to the search word will also be found	groan will also find grown
<i>Find all word forms (English)</i>	Finds text that is another form of the search word, even when spelled differently	was finds were, is, am
<i>Match prefix</i>	Only text with the search string located at the beginning is returned	pre finds preschool not Supre
<i>Match suffix</i>	Only text with the search string located at the end is returned	per finds super not person
<i>Ignore punctuation characters</i>	Finds matches irrespective of punctuation (e.g. full stops and commas)	sit still also finds sit. Still
<i>Ignore white-space characters</i>	Caters for words often being concatenated. Will find the search words with spaces in between and without.	there by also finds thereby
<i>Highlight all</i>	Highlights every instance of the search string in the document	an will be highlighted in antelope
<i>Incremental find</i>	Highlights each letter of the search criteria in the document as you type it	

FINDING WORDS

You can perform an incremental search using the **Navigation pane**. This means you don't need to type the exact term you're looking for – just part of it. By default, Word ignores the case of the

search text and highlights each instance of matching text as it finds it. You can also clarify or generalise the request by specifying additional search options in the **Find Options** dialog box.

Try This Yourself:

Open
File

Before starting this exercise you **MUST** open the file *Working With Text_8.docx...*

1 Click on the **Home** tab then click on **Find** in the **Editing** group to open the **Navigation** pane

2 Type **product** in the search box

Six instances have been found, including products, Products and production. They are listed in the Navigation pane and are highlighted in the document...

3 Click on the top result to select the first instance of **product**

You can select a specific instance from the Navigation pane...

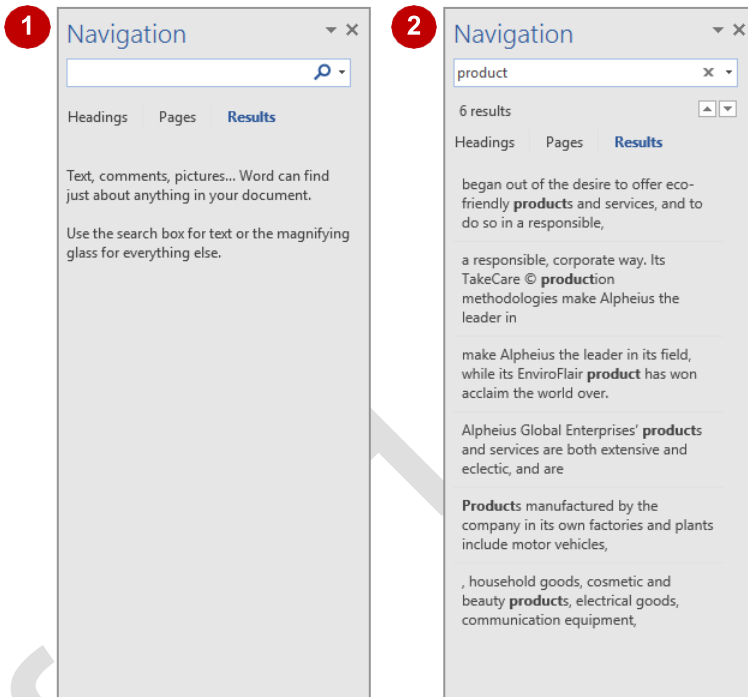
4 Click on the last search result to highlight the last instance of **product** in the document

5 Click on **Search for more things** to the right of the search box and select **Options** to open the **Find Options** dialog box

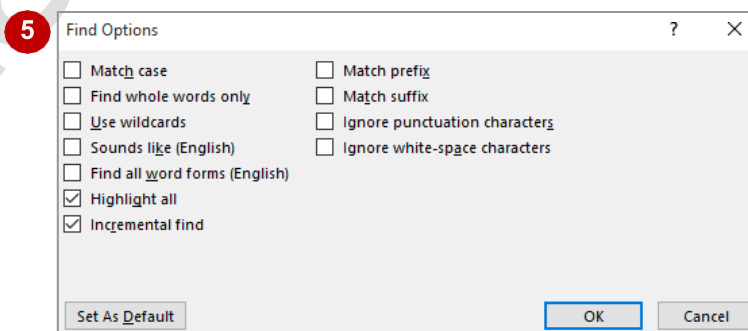
You can specify the case...

6 Tick **Match case**, click on **[OK]** and then type **EnviroFlair** in the search box

7 Close the **Navigation** pane to return to the document



3 The company began out of the desire to offer eco-friendly **products** and services, and to do so in a responsible, corporate way. Its TakeCare © **production** methodologies make **Alpheius** the leader in its field, while its **EnviroFlair product** has won acclaim the world over.



For Your Reference...

To **perform a simple search**:

1. Click on the **Home** tab, then on **Find** in the **Editing** group to open the **Navigation** pane
2. Type the search criteria in the search box
3. Click on **Next Search Result** or on the desired search result in the bottom of the **Navigation** pane

Handy to Know...

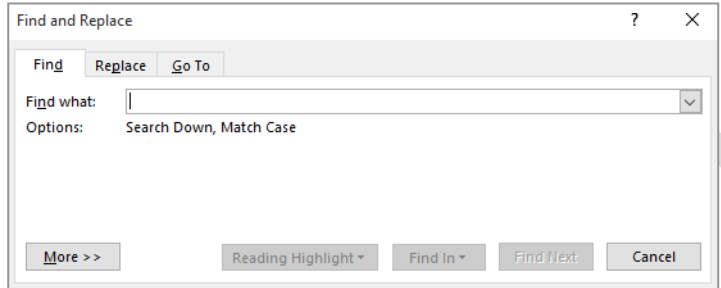
- As well as text, you can use the search box in the **Navigation** pane to search for graphics, tables and more.
- You can set specific options to be used as the default search options. Click on **Find Options**, select **Options**, set the options and click on **[Set As Default]**.

THE FIND AND REPLACE DIALOG BOX

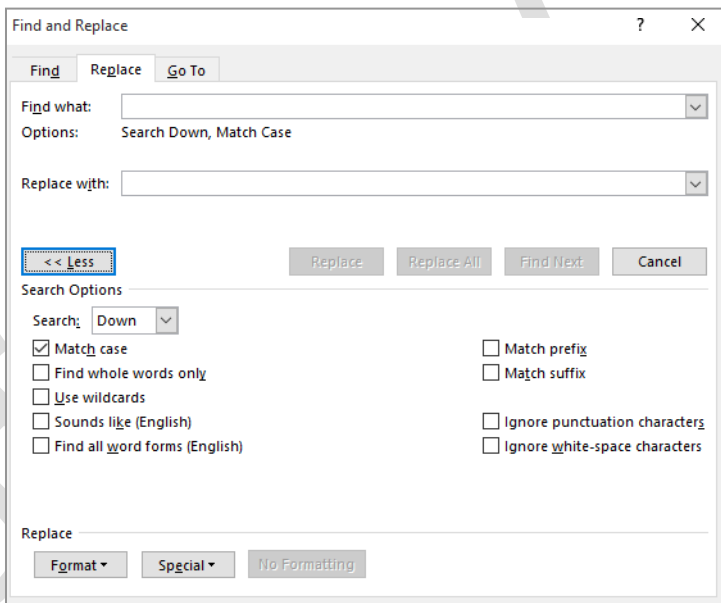
Find and replace sounds simple and it is; you find something and replace it with an alternative. But you can do more than just find words and replace them. The **Find and Replace** dialog box

also lets you locate formatting, specify text case, highlight specified text, or search on words that sound like the one you're looking for. You can access this dialog box from several places.

The **Find and Replace** dialog box may initially appear in the abridged format. Click on **[More]** to display the full range of options.

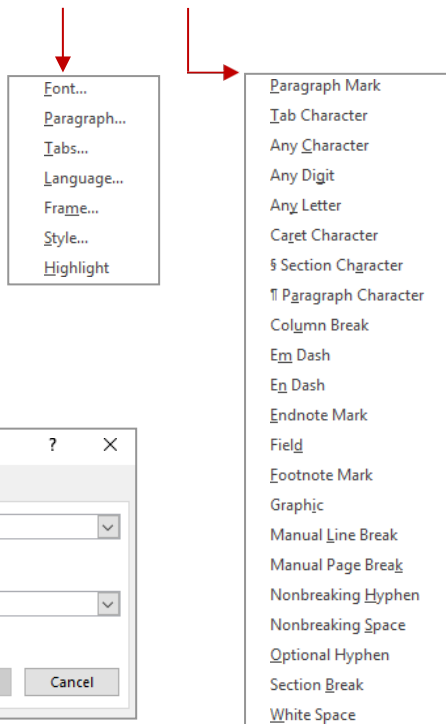


The top section of both the **Find and Replace** tabs enable you to type specific text that enables you to also type the replacement text (see below).

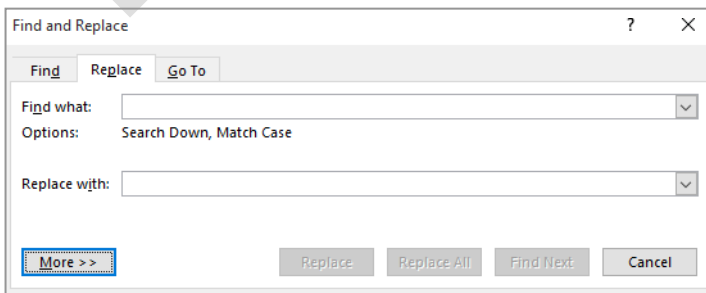


The **Search Options** enable you to customise what you are searching for.

The **Find** options enable you to specify exact formatting or special characters to search for. If you click on an option in the format list, the corresponding box will be displayed, enabling you to select the precise formatting.



The **Replace** tab of the dialog box additionally enables you to enter the text or formatting that you want to replace the searched text with.



REPLACING WORDS

Replacing words or phrases is as easy as locating them using the **Find and Replace** dialog box. The **Replace** tab in the dialog box is one of three tabs, and it contains the settings for

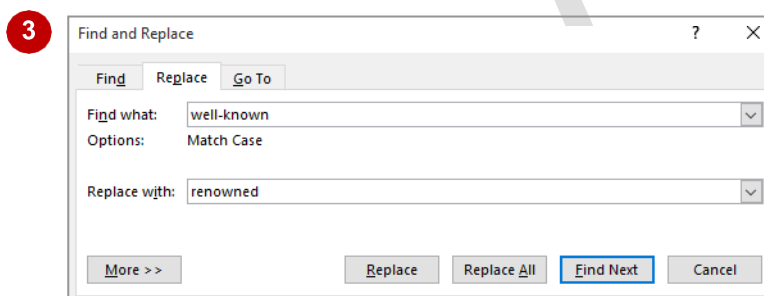
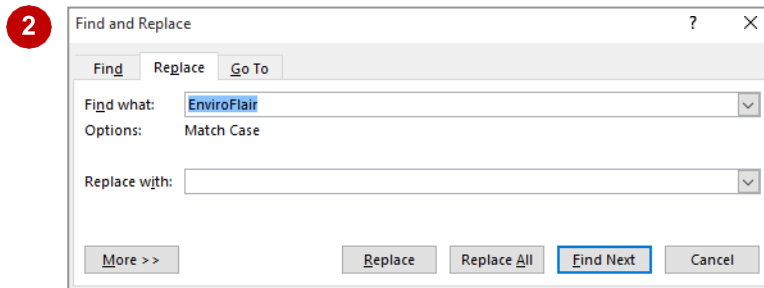
replacing text throughout a document. To replace text, you simply need to indicate the text you want to locate and the text you want to replace it with.

Try This Yourself:

Open File

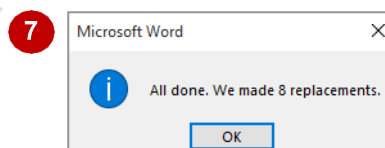
Before starting this exercise you **MUST** open the file *Working With Text_9.docx...*

- 1 Press **Ctrl** + **Home** to position the insertion point
- 2 Click on the **Home** tab, then click on **Replace** in the **Editing** group
The Replace tab of the Find and Replace dialog box is displayed, carrying over any previous settings...
- 3 Type **well-known** in **Find what**, press **Tab** and type **renowned** in **Replace with**
- 4 Click on **[Find Next]** to locate the first instance
- 5 Click on **[Replace]** to replace the text, then click on **[OK]** to return to the dialog box
Let's try Replace All...
- 6 Type **Aaron** in **Find what** and type **Aron** in **Replace with**
- 7 Click on **[Replace All]** to replace every instance of **Aaron**
Word will have found and replaced eight instances...
- 8 Click on **[OK]** and then on **[Close]** to close the **Find and Replace** dialog box



4 The Holy Sisters of Divine Benevolence are well-known for their integrity and honesty, and while they were all initially affronted by the note and the money, they quickly decided that it could be put to good work to help those in need. The sisters all unquestioningly complied with the note and on February 29, 1992, received a further envelope delivered without sender information or return address.

5 The Holy Sisters of Divine Benevolence are renowned for their integrity and honesty, and while they were all initially affronted by the note and the money, they quickly decided that it could be put to good work to help those in need. The sisters all unquestioningly complied with the note and on February 29, 1992, received a further envelope delivered without sender information or return address.



For Your Reference...

To **replace words** or **phrases**:

1. Click on the **Home** tab, then click on **Replace** in the **Editing** group
2. Type the search text in **Find what** and the replacement text in **Replace with**
3. Click on **[Find Next]** then click on **[Replace]**

Handy to Know...

- Rather than selecting **[Replace All]** to replace all instances of a misspelled word in one go, it is safer to check each word before replacing it – in other words, click on **[Find Next]** and then **[Replace]** for each instance.

PERFORMING ADVANCED SEARCHES

It is easy to search for words or phrases using the search box in the **Navigation** pane. But, it is easier to perform more advanced searches using the **Find and Replace** dialog box. Here you can

specify detailed search criteria and Word records them as **Options** under the **Find what** box which means you can see exactly what you are searching for at all times.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Working With Text_9.docx...*

- 1 Click on the **Home** tab, then click on the drop arrow for **Find** in the **Editing** group and select **Advanced Find** to open the **Find and Replace** dialog box

If necessary, click on [More] to display the full dialog box as shown...

- 2 Ensure no **Search Options** are ticked, then click on [Special] and select **En Dash**

The characters ^= will be added to Find what...

- 3 Click on [Find Next] to find the first instance of an en dash

You can also search for specific formatting...

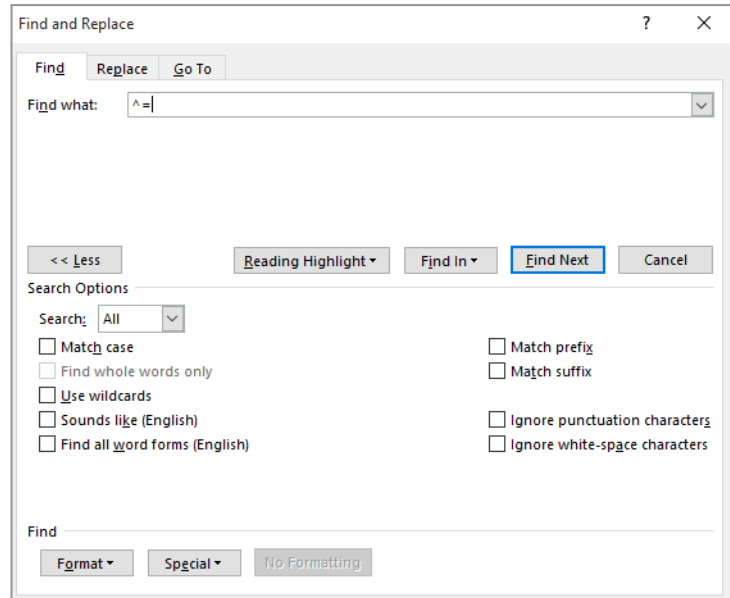
- 4 Delete ^= from **Find what**, then click on [Format] and select **Font** to open the **Find Font** dialog box

- 5 Click on **Italic** under **Font style** then click on [OK] to close the dialog box

- 6 Click on [Find Next] to continue

The first instance of italicised text will be highlighted...

- 7 Click on [No Formatting] then on [Cancel]



2

Before him, and off in the distance down one of the world's finest boulevards, lay an even grimmer monument to man's unremitting ability to inflict great suffering and pain – the ornate ferris wheel in Concorde Square marked the exact spot where two centuries earlier thousands of nobles had had their heads lopped off. Their arrogance and ignorance of the plight of the general population, resulted in the general population resorting to a form of

3

For Your Reference...

To **perform** an **advanced search**:

1. Click on the **Home** tab, then click on the drop arrow for **Find** in the **Editing** group and select **Advanced Find**
2. Specify the search criteria
3. Click on [Find Next]

Handy to Know...

- If you search for specific formatting, click on [No Formatting] and perform another search prior to closing the **Find** function. Otherwise, if you use the **Find** and/or **Replace** functions within the same session, Word will continue searching for the specified formatting and any other criteria you set.

USING GO TO

When working in Word documents that have multiple pages and objects, it can become tricky and time-consuming to move around the document to specific locations. To simplify this,

Word has a feature known as **Go To** that enables you to locate pages, sections, tables, graphics and other special markers quickly and accurately. Using **Go To**, you can quickly navigate the document.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *Working With Text_10.docx...*

1

Ensure the **Home** tab is active, then click on the drop arrow for **Find** in the **Editing** group and select **Go To**

2

Click on **Page** in **Go to what** then type **+2** in **Enter page number**

The '+' indicates you want to move forward two pages from the current page...

3

Click on **[Go To]** to move to page 3

4

Click on **Bookmark** in **Go to what**

Bookmarks are special markers in documents. You can only view them in Go To if the Show bookmarks option is turned on...

5

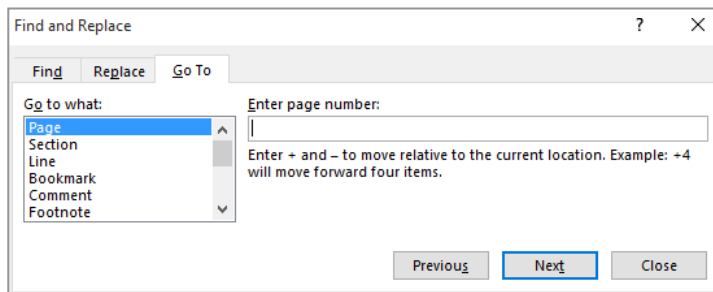
Click on the drop arrow for **Enter bookmark name**, click on **Holy_Sisters** then click on **[Go To]**

6

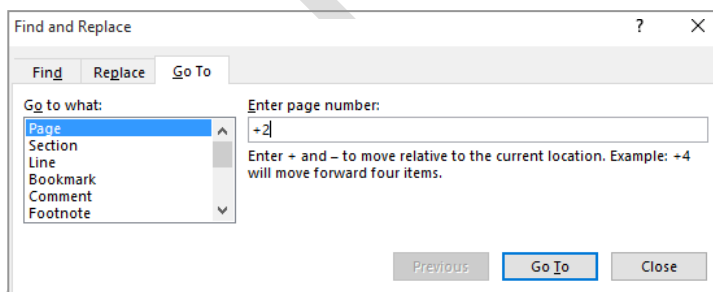
Click on **Heading** in **Go to what** then click on **[Previous]**
The insertion point moves back to the previous heading...

7

Click on **[Close]**



1



2

Holy Sisters

The Holy Sisters of Divine Benevolence are well-known for their integrity and honesty, and while they were all initially affronted by the note and the money, they quickly decided that it could be put to good work to help those in need. The sisters all unquestioningly complied with the note and on February 29, 1992, received a further envelope delivered without sender information or return address.

5

For Your Reference...

To **go to a specific part** of the **document**:

1. Click on the **Home** tab
2. Click on the drop arrow for **Find** in the **Editing** group and select **Go To**
3. Select the object to go to in **Go to what**
4. Click on **[Go To]**

Handy to Know...

- In general, use **Find** to locate text within a document and **Go To**, to find a type of content, such as a table, section and so on.
- To display bookmarks, tick **Show bookmarks** under **Show document content** in the **Advanced** category of the **Word Options** dialog box.

DOCUMENT PROOFING

Proofing a document involves checking the spelling, grammar and overall appearance of the document prior to sending or printing the information. There are several ways to proof a

document which can include proofing it manually or allowing Word to check the accuracy automatically.

Reasons For Document Proofing

The first and most obvious reason for proofing your work is an environmental one: saving paper. You really do not want to be printing a 100-page document only to find there is a spelling error in the footer on every page.

Another important reason is public perception of you and/or your company. The quality of your document reflects your thoroughness and professionalism. Many of us have experienced reading literature that was not thoroughly proofed and contained spelling errors, missing text or erroneous information. Think about your perception, in these situations, of the company or individual who was responsible for the document. Everything you create and present is assessed by the reader, even if only subconsciously.

Methods For Document Proofing

Luckily for us, we can use technology to proof our electronic documents. This takes the tedium out of the bulk of the work and quickly pinpoints major errors.

However, technology is not infallible and you should never underestimate the ability of manually proofing information. For instance, consider situations where the misspelt word is still, in fact, a valid word. This may be a simple oversight involving such words as “their” and “there” which would not be detected by a computer. However, consider also the awful reality of incorporating the word “pubic” instead of “public” in an Annual Report and then disseminating this information corporation wide – scary, right?

This reason alone presents a strong argument for reading a document thoroughly in order to check the accuracy of the text. Also it's a good idea to ask another person to proof-read the document as it's amazing what a fresh set of eyes will pick up.

Microsoft Word Tools For Proofing

Microsoft Word comes equipped with a comprehensive spelling and grammar checking tool. You have the option of Word highlighting spelling and grammatical issues as you type, or simply running a check of the document when you are finished.

Checking errors as you type enables you to save time later. Running a check at the end enables you to deal with all the spelling and grammatical issues in one hit. It's a personal choice and you can set the option to suit you.

Word is equipped with dictionaries you can customise or you can create your own personal dictionary. The dictionaries enable Word to crosscheck the text and in instances of detecting an 'error', Word offers a list of suggestions generated from the dictionaries. This makes proofing and correcting your work much quicker than tediously retyping each mistake.

CHECKING SPELLING AND GRAMMAR

One of the most powerful tools in Word is **Spelling & Grammar**. **Spelling & Grammar** runs a spell check that highlights each misspelt word or instance of incorrect grammar and

suggests a correction. You can then accept the suggestion or make a correction of your own. Using it regularly before you print is an excellent practice to get into as it can help save a lot of paper.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *Creating A New Document_3.docx...*

1 Press **Ctrl** + **Home** to position the insertion point at the beginning of the document

2 Click on the **Review** tab

3 Click on **Spelling & Grammar** in the **Proofing** group

The **Spelling** pane will open, displaying the first instance Word detects as a spelling or grammatical error. In the example shown here, the company name *Alpheius* is not recognised by Word...

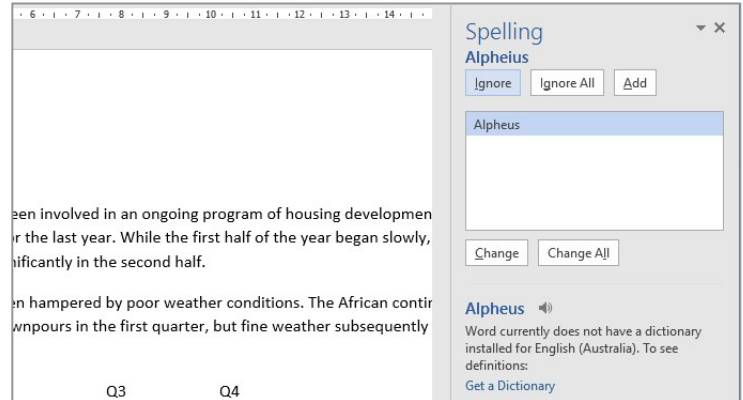
4 Click on **[Ignore]**
Normally in the workplace you would click on **[Add]** to add your company name to the dictionary, but we won't here.

If there are more errors, the next error will be displayed – the word "poor" has been misspelt...

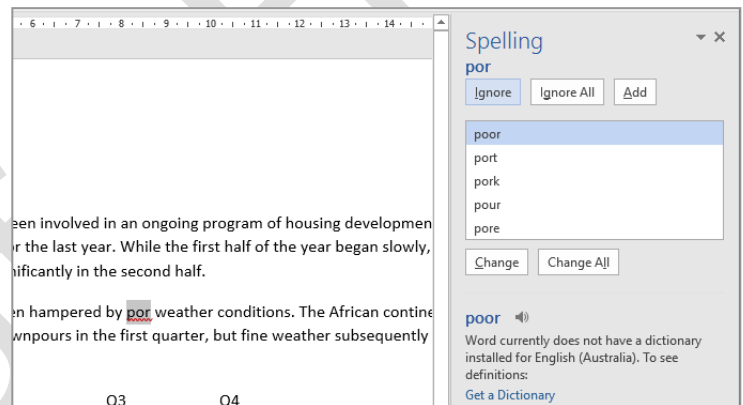
5 Click on **[Change]** to accept the highlighted suggestion

When all the errors have been reviewed, Word will advise that the spelling and grammar check is complete...

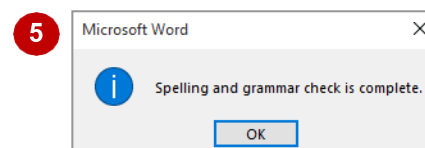
6 Click on **[OK]**



3



4



5

For Your Reference...

To **check** the **spelling and grammar**:

1. Click on the **Review** tab
2. Click on **Spelling & Grammar** in the **Proofing** group
3. Click on **[Add to dictionary]**, **[Change]** or **[Ignore]** to each instance then click on **[OK]**

Handy to Know...

- Word will normally check your spelling and grammar as you type. Misspelt words are underlined with a wavy red line and grammatical errors are highlighted with a wavy green line (you might also see a wavy blue line; this is not a spelling or grammar issue but rather an inconsistency in style).

MAKING BASIC CHANGES

It is a rare event, and truly a reason to celebrate, if you are able to type an entire document and not make a single mistake! Luckily, basic changes are almost as easy to accomplish as

using an eraser. Typically, as long as the insertion point is positioned in the correct place within the document, you should have no problems.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Creating A New Document_4.docx...*

1 Click to the left of the word **year** in the first sentence to position the insertion point at the front of the word

2 Type **two** and press Space

3 Press → four times to move to the end of the word **year** and type the letter **s**

You can also easily delete words...

4 Move the mouse pointer to the left of the word **half** in the next sentence, then click and drag across the words **half of the** to select them

5 Press Del to delete the words

Now let's replace a word...

6 Double-click on the last word in the first paragraph: **half** to select it

7 Type **year** to replace the word

Your new typing will replace selected text

Housing Construction Report

Alpeius Global Enterprises have been involved in an ongoing program of housing development in remote and distant communities for the last year. While the first half of the year began slowly, construction actually picked up significantly in the second half.

1

Housing Construction Report

Alpeius Global Enterprises have been involved in an ongoing program of housing development in remote and distant communities for the last two year. While the first half of the year began slowly, construction actually picked up significantly in the second half.

4

Housing Construction Report

Alpeius Global Enterprises have been involved in an ongoing program of housing development in remote and distant communities for the last two years. While the first year began slowly, construction actually picked up significantly in the second half.

5

Housing Construction Report

Alpeius Global Enterprises have been involved in an ongoing program of housing development in remote and distant communities for the last two years. While the first year began slowly, construction actually picked up significantly in the second half.

7

Housing Construction Report

Alpeius Global Enterprises have been involved in an ongoing program of housing development in remote and distant communities for the last two years. While the first year began slowly, construction actually picked up significantly in the second year.

6

For Your Reference...

To **make basic changes**:

1. Position the **insertion point**
2. **Add** or **delete** text as necessary
3. Type new text as necessary

Handy to Know...

- Pressing Del deletes text to the right of the insertion point, while pressing Back Space deletes text to the left of the insertion point.