

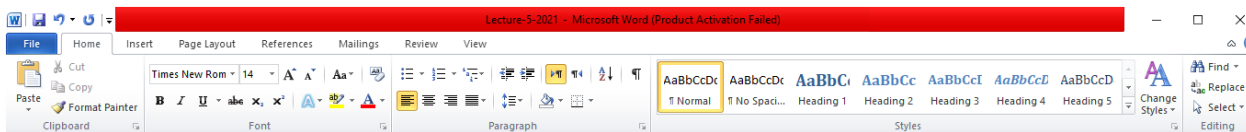
Select text: Whenever you want to work with text to edit or format it, you first need to select it. Selecting text is a useful skill because once text is selected, you can work with it by replacing, deleting, or formatting it. **Click and Drag procedure** is one of the most commonly used methods to select text. This can be done by clicking the insertion point at the beginning or end of the text you want to select then dragging the cursor to the end of text to be selected. For example: **Click and Drag procedure** in one of the most commonly used methods to select text. **Click and Drag procedure** sentence has been selected

- ✓ Tip: To select the entire document Press <Ctrl>+<A> or go to Editing group then click

Select → Select All.



Home tab: To work on the document click on **Home** tab a Ribbon will appear it has the most commonly used commands in word processing collected under the following Groups:







Clipboard Group: which contains **Cut**, **Copy**, and **Paste** cycle. Clipboard can be used to Replacing and Copying text.

❖ **Replacing:** moving text from one place to another, can be done using one of the following methods:












1. Select and drag (used for replacing small text).
2. **Cut and Paste method:** this procedure can be done using one of the following methods:

- **First method:** Select the text to be replaced using the click and drag method then Right-click, a menu will appear, choose **Cut** then go to new destination, then right-click, choose **Paste**.

- **Second method:** Select the text to be replaced using the click and drag method then go to **Cut** icon in the **Clipboard** group in the **Home** Ribbon then go to new destination, then choose **Paste** from **Clipboard** group as well.
- ❖ **Coping** : making another copy from the same text in different place. Different line, paragraph, or page. This can be done using the **Copy** and **Paste**. Ways to do copy and Paste:
 - **First:** Select the text to be copied using the click and drag method then Right- click, a menu will appear, choose **Copy** then go to new destination, then right-click, choose **Paste**.
 - **Second:** Select the text to be copied using the click and drag method then go to **Copy** icon in the **Clipboard** group in the **Home** Ribbon then go to new destination, then choose **Paste** from **Clipboard** group as well.
- ✚ **Font** Group: Select the text before each of the following options. It contains:
 1. **Bold** (Ctrl+B): Make the selected text bold.
 2. *Italicize* (Ctrl+I): Make the selected text italicize.
 3. Underline (Ctrl+U): underline the selected text with different type of lines and colors.
 4. Strikethrough ~~abc~~ , Create line through the selected text. For example.
 5. x_2 (subscript), x^2 (Superscript). For example H₂O and (x-4)³.
 6. Font face and font size Times New Rom 12 , to change the Font face and the font size.
 7. Clear formatting  . Clear all formatting from the selected text, leaving only the plain text.
 8. Text effect  : apply a visual effect to the selected text. There are different effects to choose from by pressing the arrow of icon.
 9. Text Highlight color  : Make selected text look like it was marked with a highlighted pen. There are different colors to choose from by click on arrow of icon.
 10. Font color  : change the color of selected text. There are different colors to choose from by click on arrow of icon

11. change case of letter **Aa** :change all selected text to lowercase, UPPERCASE, or other common capitalizations.

Paragraph Group:

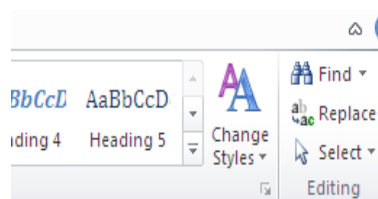
1. Bullets  with different type of bullets to choose from.
2. Numbering  with different type of numbering to choose from.
3. Multilevel list 
4. Align text to the left , Center , Align text to the right , Justify 
 - ✓ Tip: press <Ctrl+Shift> the one on the right of keyboard or the one on the left of keyboard is another method to change the direction of bullets, numbering, Align of text, and direction of text.
5. Line and paragraph spacing  : change the spacing between lines of text.
6. Shading  : Color the background behind the selected text or paragraph.
7. Border  ; add borders to selected text.
8. Sorting  : Alphabetize the selected text or sort numerical data.

Styles Group: it has different styles to choose from as shown in window below.

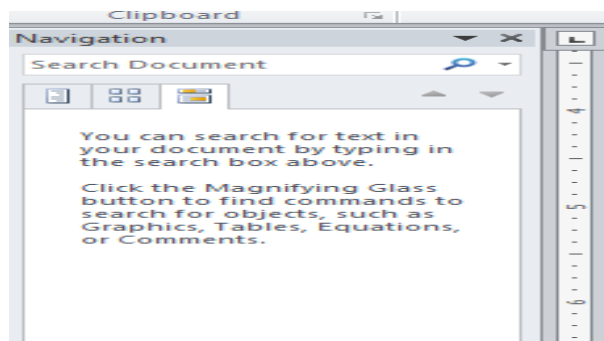


- ✓ Tip: You can add a new created style of your own to the lists by:
 - applying the required format to selected text then
 - R.C. on selected text then
 - choose **Style** → **Save Selection as a New Quick Style...**
 - Press **OK**

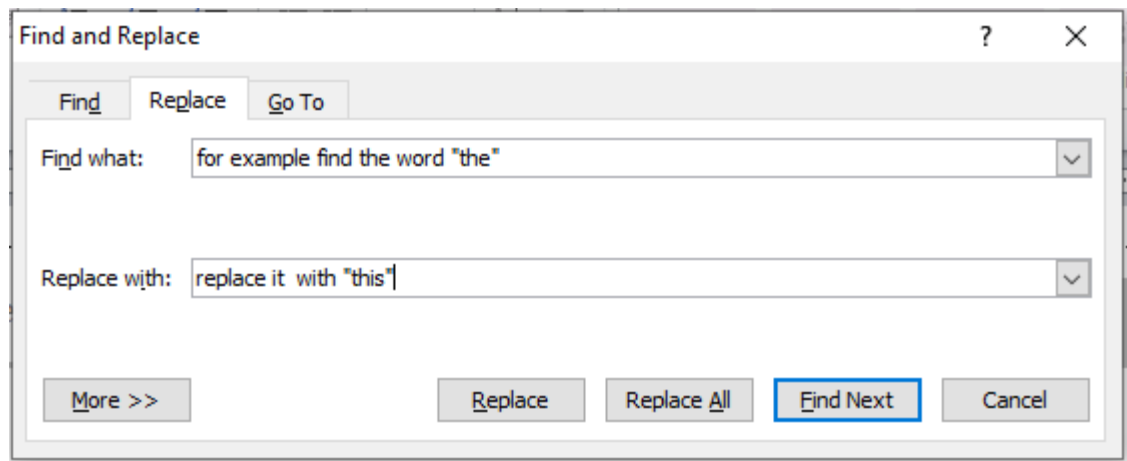
Editing Group: Find , Replace and Select:



- Find : find text in document.



- Replace: Replace text in document.



- Select: Select text in document, this is the second way to select text in document.