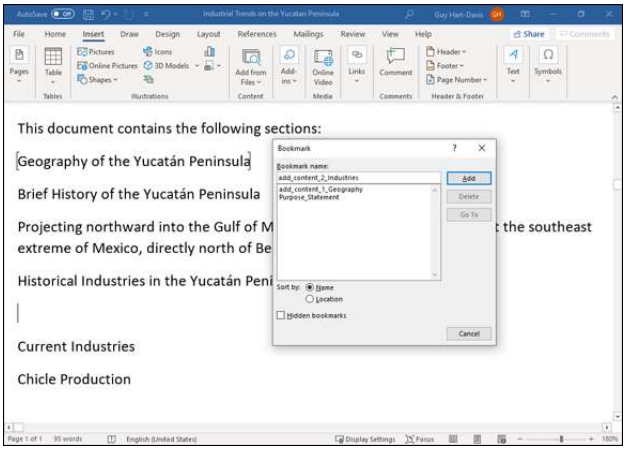
# Chapter 3: Entering Text in Documents

Word provides easy-to-use but powerful tools for entering text in your documents. In this chapter, you learn to enter, delete, and select text; move or copy text within documents or between documents; and use bookmarks to mark places to which you want to return easily.

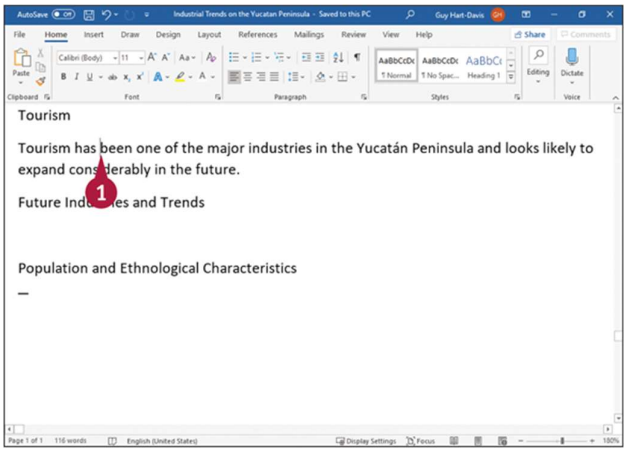



## Insert and Add Text

Word has two modes for inserting text in a document: Insert mode and Overtype mode. By default, Word is set to Insert mode; when you start typing, Word moves any existing text to the right to accommodate the new text. By contrast, in Overtype mode, Word replaces existing text to the right of the insertion point, character for character.

You may find you prefer one mode to the other, or you may want to set Word up so that you can toggle quickly between the two modes.

# Insert and Add Text



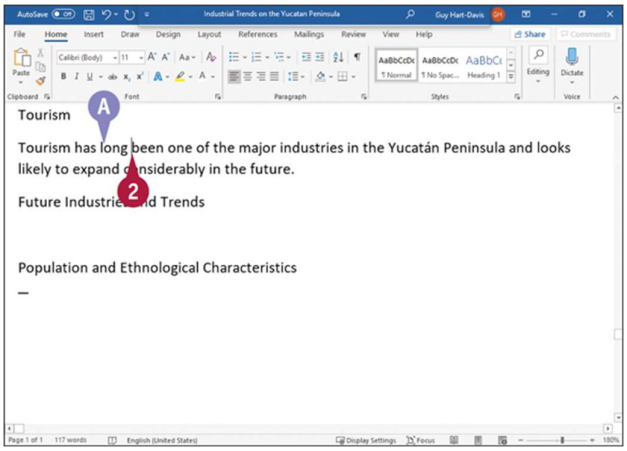

## Insert Text Using Insert Mode

1. Click where you want to insert text.

   The insertion point flashes where you clicked.

   You can press ←, →, ↑, or ↓ to move the insertion point one character or line.

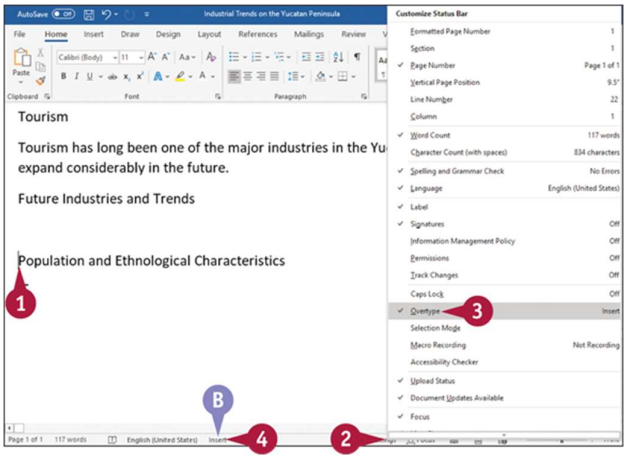
   You can press Ctrl + → or Ctrl + ← to move the insertion point one word at a time to the right or left.




2. Type the text you want to insert.

A. Word inserts the text to the left of the insertion point, moving existing text to the right.

**Note:** If you want to type over text in Insert mode, simply select the text and then type over the selection.




## Insert Text Using Overtype Mode

1 Position the insertion point where you want to replace existing text.

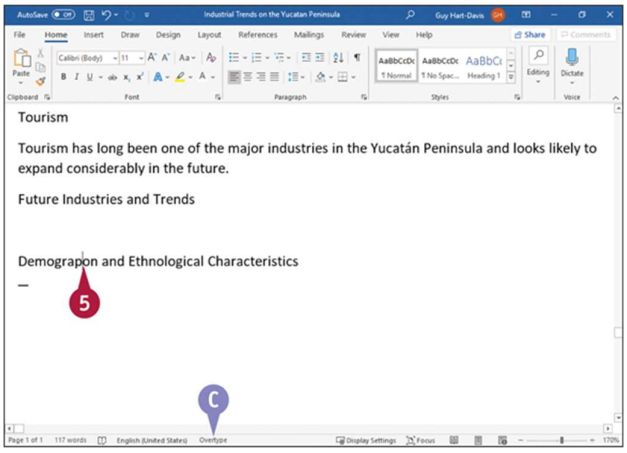
2 Right-click the status bar.

The Customize Status Bar pop-up menu opens.

3 Click **Overtype** to display a check mark beside it.

B An indicator appears in the status bar.

4 Click the indicator to switch to Overtype mode.




C The indicator switches to Overtype.

**Note:** Each time you click the indicator, you switch between Overtype mode and Insert mode.

5 Type the new text.

As you type, Word replaces the existing text with the new text you type.

## TIP

### How can I use the keyboard to control switching between Insert mode and Overtype mode?

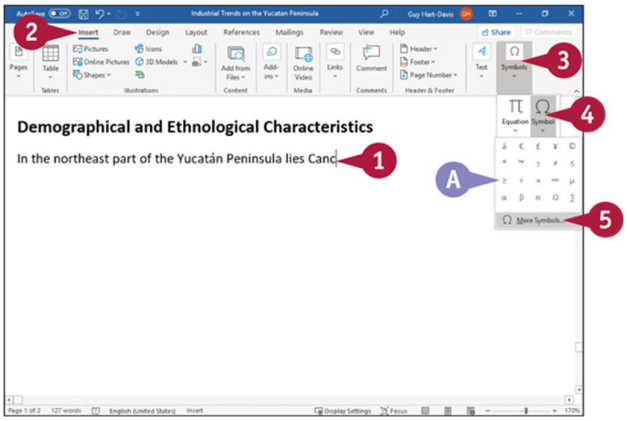
Click **File** to open Backstage View, and then click **Options** to display the Word Options dialog box. Click **Advanced** in the left pane, go to the Editing Options section of the Advanced pane, and then click **Use the Insert key to control overtype mode** (☐ changes to ☑). Click **OK** to close the Word Options dialog box. You can then press Insert to switch between Insert mode and Overtype mode.

# Insert Symbols and Special Characters

Word provides a wide variety of symbols and special characters you can insert in your documents. Symbols include accented letters, Greek characters, mathematical symbols, and architectural symbols; special characters include em dashes and en dashes, nonbreaking spaces, paragraph symbols, and section symbols.

The Symbol gallery gives you access at first to common symbols and then to the symbols you use most frequently. To insert other symbols, and to insert special characters, you use the Symbol dialog box.

## Insert Symbols and Special Characters




1. Click where you want the symbol to appear.

   The insertion point appears.

2. Click **Insert**.

   The Insert tab appears.

3. Click **Symbols**.

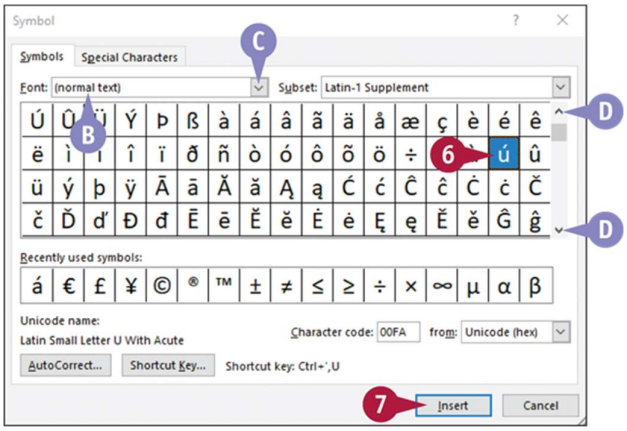
   The Symbols panel opens.

4. Click **Symbol**.

**Note:** Depending on your screen resolution, you may or may not see the Symbols button.

A. The Symbols gallery appears. If the symbol you need appears in the gallery, click it and skip the rest of these steps.

5. Click **More Symbols**.




   The Symbol dialog box opens.

B. The "[normal text]" item gives you symbols available in your current font.

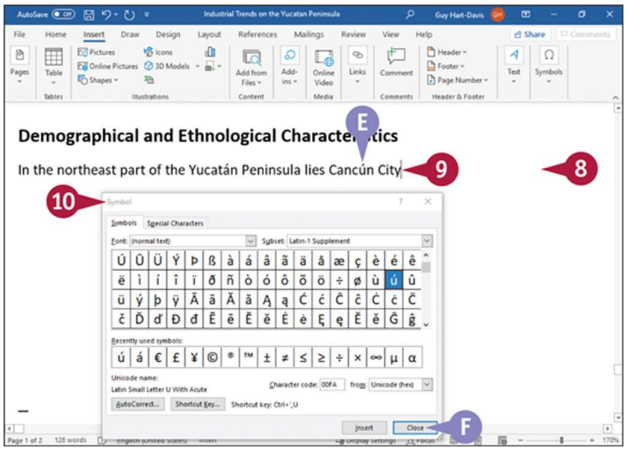
C. If you need to use a different font, click **Font** and select the symbol's font.

   The available symbols change to match the font you selected.

D. You can click and to scroll through available symbols.

6. Click the symbol you want to insert.

7. Click **Insert**.




E Word inserts the symbol in the document.

F Word replaces the Cancel button with the Close button.

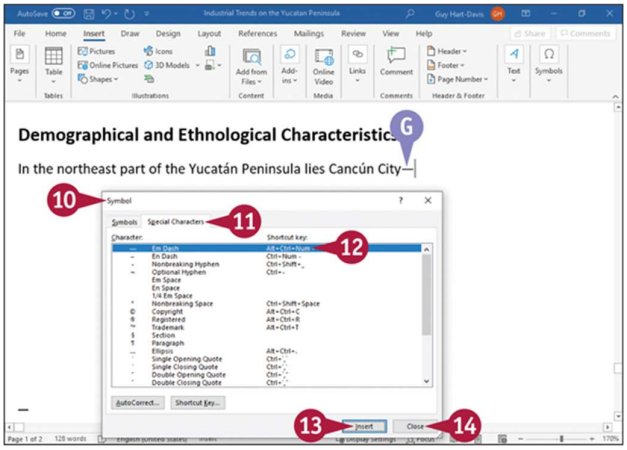
8 Click in the document.

Word moves the focus to the document.

The Symbol dialog box remains open.

9 Type any text needed.

10 When you want to insert a special character, click the Symbol dialog box.




The Symbol dialog box becomes active again.

11 Click **Special Characters**.

The Special Characters tab appears.

12 Click the special character you want to insert.

13 Click **Insert**.

G The special character appears in the document.

14. When you finish using the Symbol dialog box, click **Close**.

The Symbol dialog box closes.

**Note:** Windows includes the Character Map utility for inserting symbols and special characters in any app. To run Character Map, click **Start** (⊞), type **charmap**, and then press Enter.

## TIP

### How do I add a symbol or a special character quickly?

For a symbol or a special character you use frequently in various words, create a keyboard shortcut by clicking **Shortcut Key** in the Symbol dialog box and then working in the Customize Keyboard dialog box.

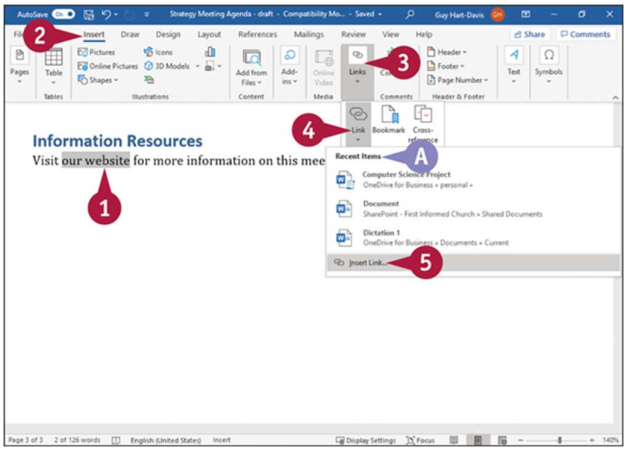
For a word or phrase you use frequently that uses one or more symbols or special characters, create an AutoCorrect entry by clicking **AutoCorrect** in the Symbol dialog box and then working in the AutoCorrect dialog box.

# Create a Hyperlink

Word enables you to create hyperlinks to connect text or graphical elements in a document to another file on your computer or on your company's network or to a web page on the Internet. Hyperlinks are useful for giving your readers direct access to other information they may want to view.

Hyperlinks you create in a Word document work much like the ones you use on web pages you browse. Pressing Ctrl while you click a hyperlink takes you to the linked location.

## Create a Hyperlink



1. Select the text or graphic you want to use to create a hyperlink.

2. Click **Insert**.

   The Insert tab appears.

3. Click **Links**.

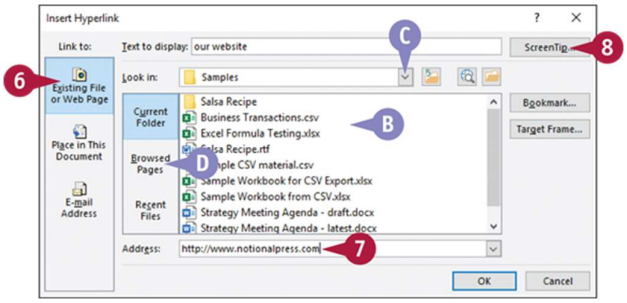
   The Links panel opens.

4. Click **Link**.

A. The Recent Items list shows suggested items. If one is suitable, click it and go to step 6.

5. Click **Insert Link**.

   You can right-click the selection and click **Hyperlink** instead of performing steps 2, 3, and 4.




   The Insert Hyperlink dialog box opens.

6. Click **Existing File or Web Page**.

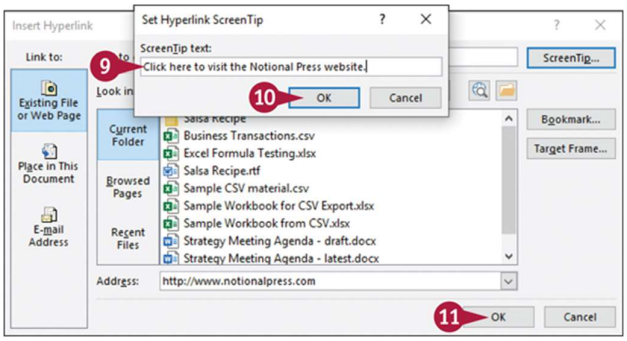
B. Files in the current folder appear here.

C. To link to a file, click ⌄ and navigate to the folder containing that file.

D. You can click **Browsed Pages** to view a list of web pages you have browsed recently.

7. To link to a web page, click **Address** and type or paste the address.

8. Click **ScreenTip**.



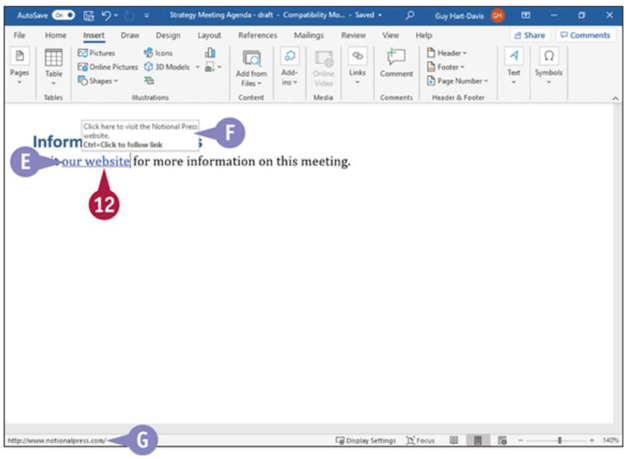

   The Set Hyperlink ScreenTip dialog box opens.

9. Type text that should appear when a user moves the pointer (↖) over the hyperlink.

10 Click **OK**.

The Set Hyperlink ScreenTip dialog box closes.

11 Click **OK** in the Insert Hyperlink dialog box.




12 EWord creates a hyperlink shown as blue, underlined text in your document.

13 Move the pointer (↖) over the hyperlink.

F The ScreenTip text you provided in step 9 appears, along with instructions to the reader on how to use the hyperlink.

G The status bar shows the destination of the hyperlink.

# TIPS

## How do I use a hyperlink that appears in a Word document?

Press and hold Ctrl as you click the hyperlink. The linked document or web page will appear.

## My hyperlink to a file does not work anymore. Why not?

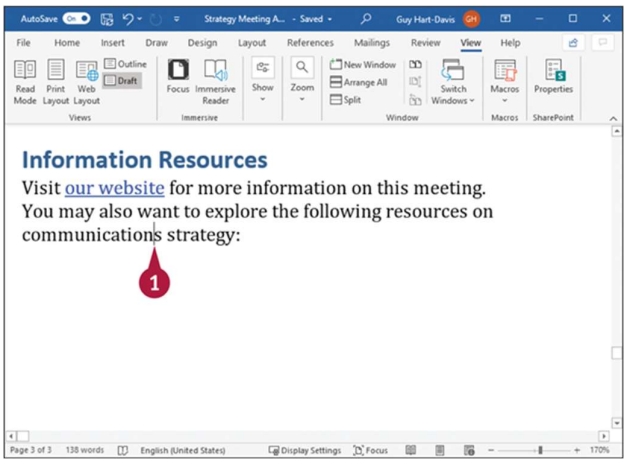
Most likely, the file no longer exists at the location you selected in step 6. If you moved the file to a new folder, edit the hyperlink to update the file location. To edit the hyperlink, move the pointer (↖) over it and right-click. From the menu that appears, click **Edit Hyperlink** to display the Edit Hyperlink dialog box, which works in a similar way to the Insert Hyperlink dialog box.

# Delete Text

You can easily delete text from a document by pressing either Delete or Backspace on your keyboard. You can either delete a single character at a time or delete larger amounts of text, as needed.

Pressing Delete deletes text to the right of the insertion point, whereas pressing Backspace deletes text to the left of the insertion point.

## Delete Text




### Delete Text Using the Delete Key

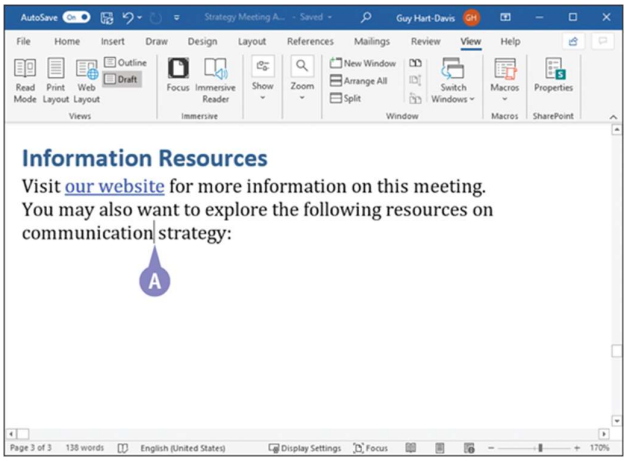
1. Click to the left of the character you want to delete.

   The insertion point flashes where you clicked.

   You can press ←, →, ↑, or ↓ to move the insertion point one character or line.

   You can press Ctrl + → or Ctrl + ← to move the insertion point one word at a time to the right or left.

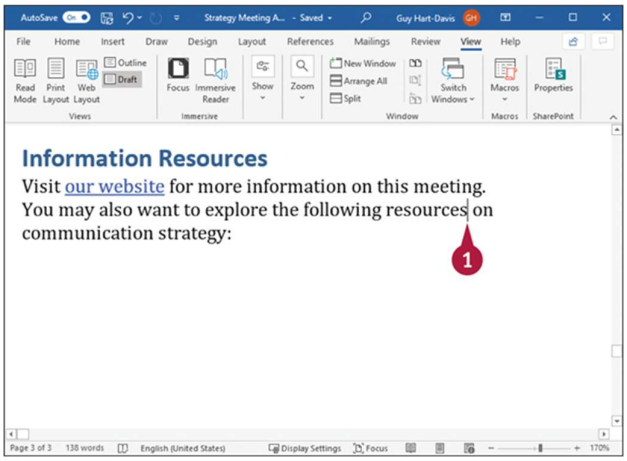
2. Press Delete on your keyboard.




A Word deletes the character immediately to the right of the insertion point.

You can press and hold Delete to repeatedly delete characters to the right of the insertion point.

You can press Ctrl + Delete to delete the word to the right of the insertion point.

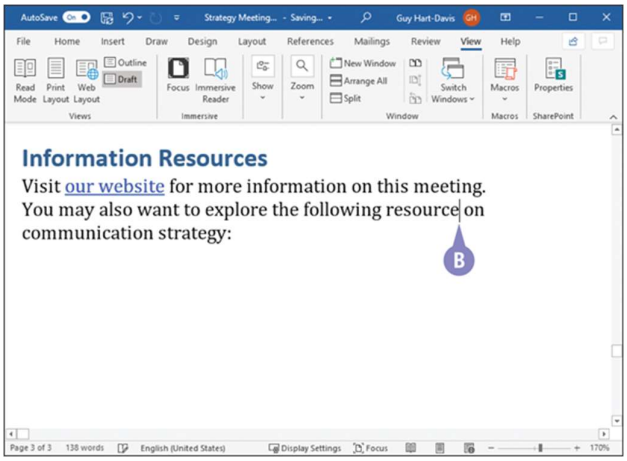



## Using the Backspace Key

1 Click to the right of the character you want to delete.

The insertion point flashes where you clicked.

2 Press Backspace on your keyboard.




B Word deletes the character immediately to the left of the insertion point.

You can press and hold Backspace to repeatedly delete characters to the left of the insertion point.

You can press Ctrl + Backspace to delete the word to the left of the insertion point.

## TIPS

### How can I delete a large block of text quickly?

Select the block of text, and then press either Delete or Backspace; either key deletes selected text. See the section "Select Text," later in this chapter.

### How can I recover text I deleted by accident?

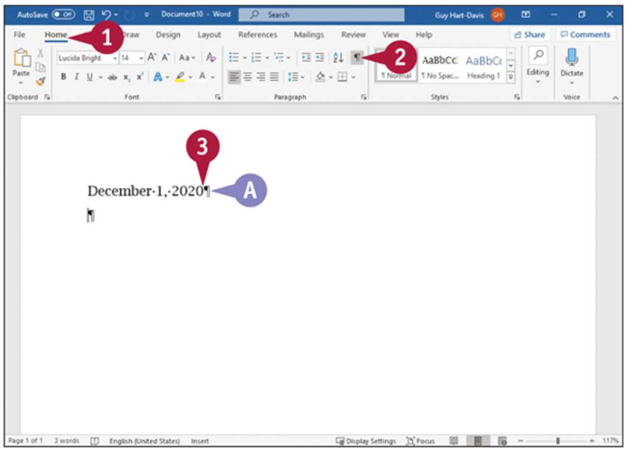
Use the Undo feature in Word to restore the text you deleted. See the section "Undo, Redo, and Repeat Changes," later in this chapter.

# Insert Blank Lines

You can insert blank lines in your text by inserting paragraph marks or line breaks. Word stores paragraph formatting in the paragraph mark, which you can display by clicking **Show/Hide** (¶) in the Paragraph group on the Home tab. When you start a new paragraph, you can change the new paragraph's formatting without affecting the preceding paragraph's formatting.

You use line breaks to start a new line without starting a new paragraph. For example, you might use line breaks for the inside address of a letter or to break lines of verse.

# Insert Blank Lines




## Display Paragraph Marks and Start a New Paragraph

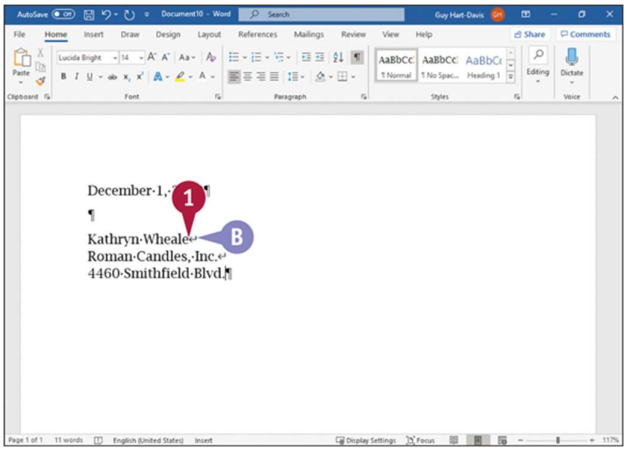
1. Click **Home**.
   The Home tab appears.

2. In the Paragraph group, click **Show/Hide** (¶).
   Paragraph marks and other hidden characters appear.
3. Click where you want to start a new paragraph.

4. Press Enter.

A. Word inserts a paragraph mark and moves any text to the right of the insertion point into the new paragraph.

**Note:** For more information on styles and displaying paragraph marks, see Chapter 6.



### Insert a Line Break

1. Click where you want to start a new paragraph.

2. Press Shift + Enter.

B. Word inserts a line break.

**Note:** Any text on the line to the right of where you placed the insertion point in step 1 moves onto the new line.

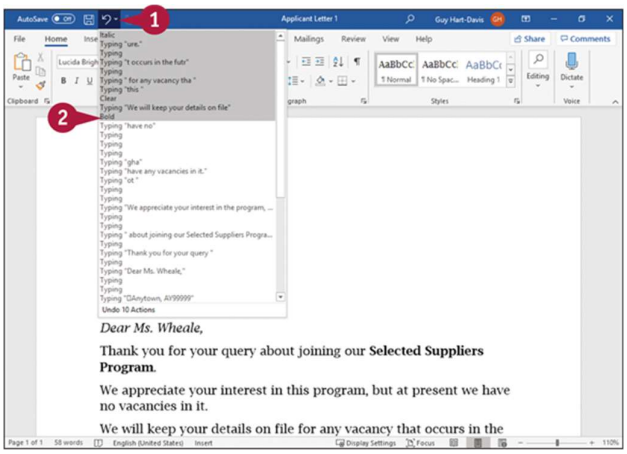
**Note:** Click **Show/Hide** (¶) in the Paragraphs group on the Home tab when you want to hide paragraph marks again. Alternatively, press Ctrl + Shift + 8.

# Undo, Redo, and Repeat Changes

You can use the Undo feature to reverse actions you take while working in a document. For example, if you accidentally delete text, you can use Undo to recover it. Or if you apply formatting and find it unsuitable, you can use Undo to remove the formatting.

You can undo either a single action or multiple actions. If you undo an action by mistake, you can use the Redo feature to restore what you have undone. You can also repeat an action quickly.

## Undo, Redo, and Repeat Changes



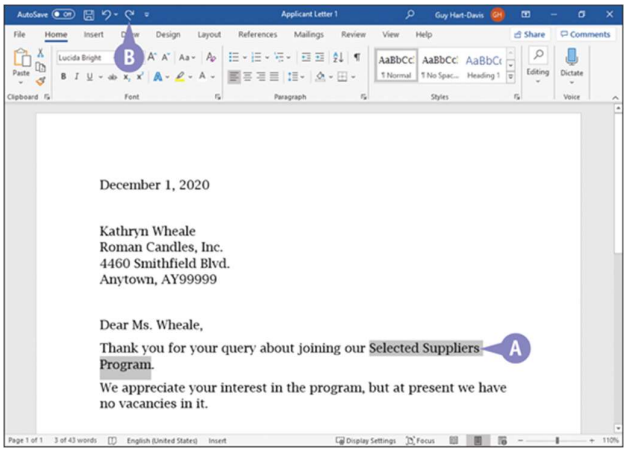

**Note:** The position of the insertion point does not affect using the Undo feature.

1. Click ⌄ to the right of **Undo** (↶).

**Note:** To undo only the last action, click **Undo** (↶). From the keyboard, press Ctrl + Z.

The Undo pop-up menu opens.

2. Click the action up to which you want to undo your recent actions.




A. Word undoes those actions. In the example, among other changes, Word has removed the bold from the text that is selected.

B. If you change your mind after undoing one or more actions, click **Redo** () to redo the last action. You can click **Redo** () as many times as needed, up to the number of actions you have just undone.

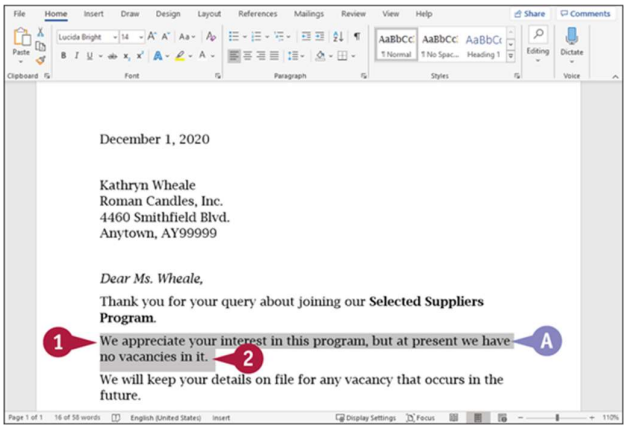
**Note:** When there is no action you can redo, Repeat () replaces Redo () on the Quick Access Toolbar. Click this button to repeat the last action. If Redo is dimmed, there is no action you can repeat.

## Select Text

Before performing many tasks in Word, you select the existing text on which you want to work. For example, you select existing text to underline it, align it, change its font size, or apply color to it.

You can use the keyboard and the mouse together to select a word, a sentence, or your entire document; you can even create a selection that contains text in different locations. If you like to keep your hands on the keyboard as much as possible, you can select text using only the keyboard.

# Select Text




## Select a Block of Text

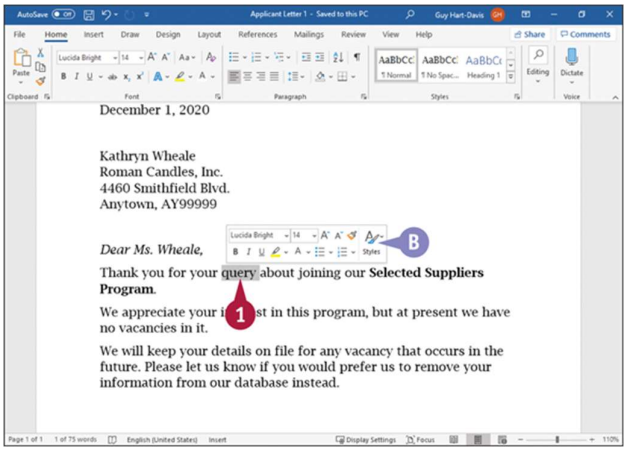
1. Move the pointer (I) to the left of the first character you want to select.

2. Click and drag to the right and down over the text you want to select, and then release the mouse button.

A. The selection appears highlighted, and the Mini Toolbar appears.

**Note:** This example hides the Mini Toolbar so that you can see the beginning and end of the selection.

To cancel a selection, you can click anywhere on-screen or press ←, →, ↑, or ↓.



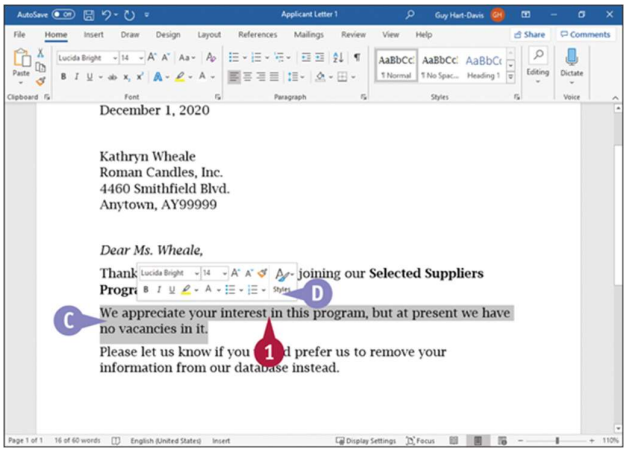

## Select a Word

1. Double-click the word you want to select.

B Word selects the word, and the Mini Toolbar appears.

You can move the pointer (↖) away from the Mini Toolbar to make it disappear.

**Note:** See Chapter 1 for details on using the Mini Toolbar.



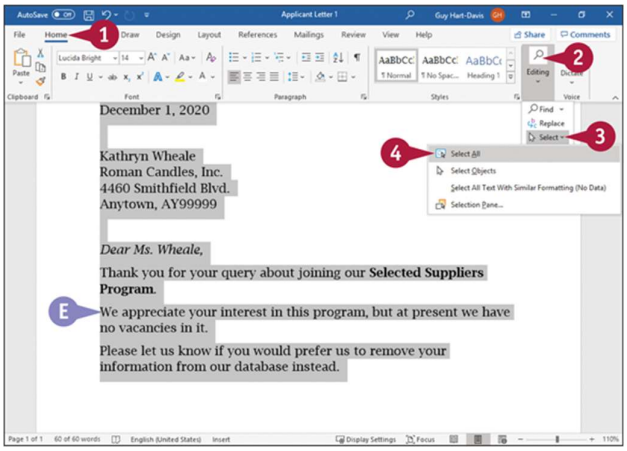

## Select a Sentence

1 Press Ctrl while you click anywhere in the sentence you want to select.

C Word selects the entire sentence.

D The Mini Toolbar appears. You can move the pointer (↖) away from the Mini Toolbar to make it disappear.

**Note:** See Chapter 1 for details on using the Mini Toolbar.




## Select the Entire Document

1 Click **Home**.

The Home tab appears.

2 Click **Editing**.

The Editing panel opens.

3 Click **Select**.

The Select panel opens.

4 Click **Select All**.

E Word selects the entire document.

**Note:** You also can press Ctrl + A to select the entire document.

## TIPS

### How can I select text using the keyboard?

Press and hold Shift while pressing ←, →, ↑, or ↓. You also can press Shift + Ctrl to select, for example, several words in a row. If you press and hold Shift + Ctrl while pressing → five times, you select five consecutive words to the right of the insertion point.

### How can I select noncontiguous areas of text?

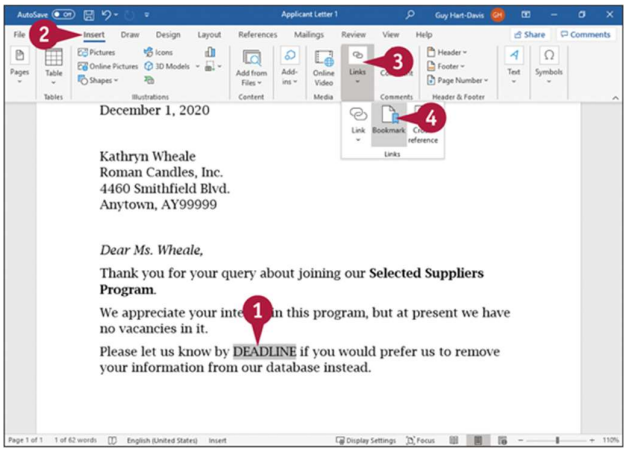
Select the first area using any of the techniques described in this section. Then press and hold Ctrl as you select the additional areas. Word selects all areas, even if text appears between them.

# Mark and Find Your Place with Bookmarks

Word's Bookmark feature enables you to mark places in a document so that you can easily return to them later. A bookmark can mark a point in text, such as a point between words; a range of text, such as a word or a sentence; or a graphical object, such as a shape or a picture.

By default, Word does not display bookmark indicators, but you can set Word to display them so that you can see where your bookmarks are. Even when displayed, bookmark indicators do not print.

# Mark and Find Your Place with Bookmarks




## Mark Your Place

1 Select the item you want to mark. This example uses a placeholder word.

**Note:** To select a point in text, position the insertion point there by clicking or by pressing →, ←, ↑, or ↓, as needed. To select a graphical object, click it.

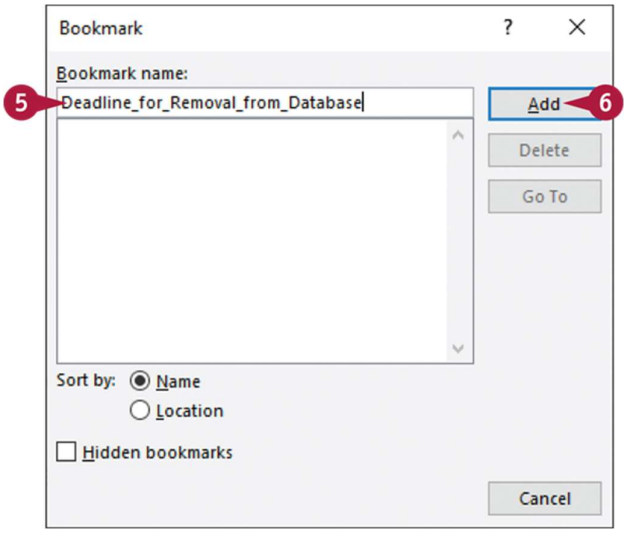
2 Click **Insert**.

The Insert tab appears.

3 Click **Links**.

The Links panel opens.

4 Click **Bookmark**.



The Bookmark dialog box opens.

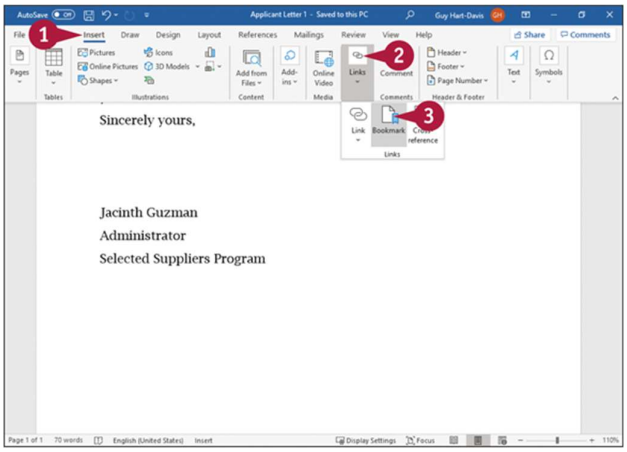
5 Type a name for the bookmark.

**Note:** Each bookmark name must start with a letter. After that, the bookmark name can contain letters, numbers, and underscores, but not spaces, up to 40 characters maximum.

6 Click **Add**.

Word creates the bookmark.

The Bookmark dialog box closes.




## Go to a Bookmark

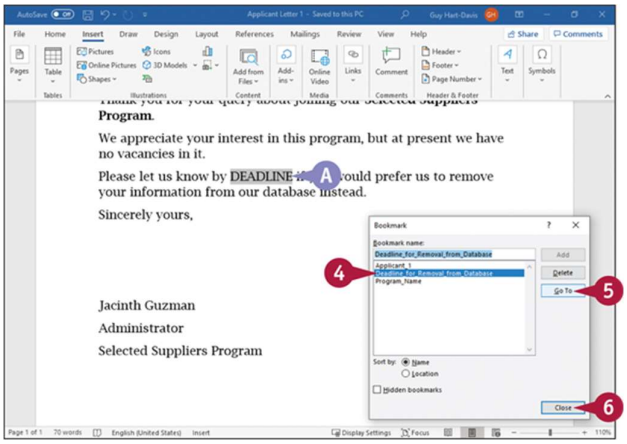
1 Click **Insert**.

The Insert tab appears.

2 Click **Links**.

The Links panel opens.

3 Click **Bookmark**.




The Bookmark dialog box opens.

4 Click the bookmark you want to go to.

5 Click **Go To**.

A Word selects the bookmark.

**Note:** If the bookmark is a single point in text, Word moves the insertion point to that point.

6 Click **Close**.

The Bookmark dialog box closes.

## TIP

### How can I display bookmarks in my document?

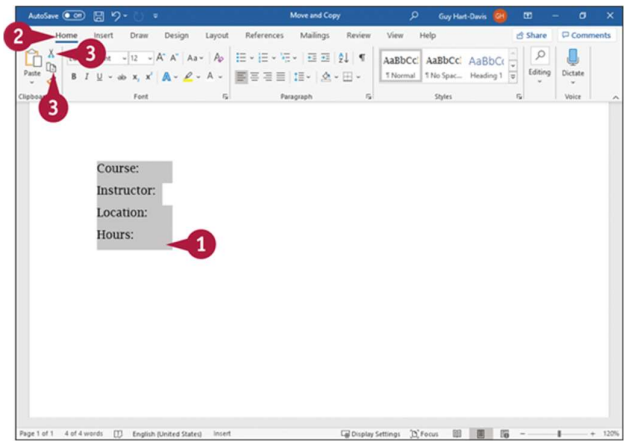
Click **File** to display Backstage View, and then click **Options** to open the Word Options dialog box. In the left pane, click **Advanced**. In the Show Document Content section, click **Show bookmarks** (☐ changes to ☑). Click **OK** to close the Word Options dialog box. Word displays open and close brackets representing a bookmark that has contents. A bookmark that marks a point looks like an I-beam (I).

# Move or Copy Text

You can move information in your document by cutting it to the Clipboard, a temporary storage area, and then pasting it elsewhere, either in the same document or in another document. You also can repeat text by copying it to the Clipboard and then pasting it elsewhere.

Another way of moving or copying information is by using drag and drop. You can drag and drop information either within the same document or to another document. Drag and drop does not use the Clipboard.

## Move or Copy Text




### Move or Copy Text Using Ribbon Buttons

1. Select the text you want to move or copy.

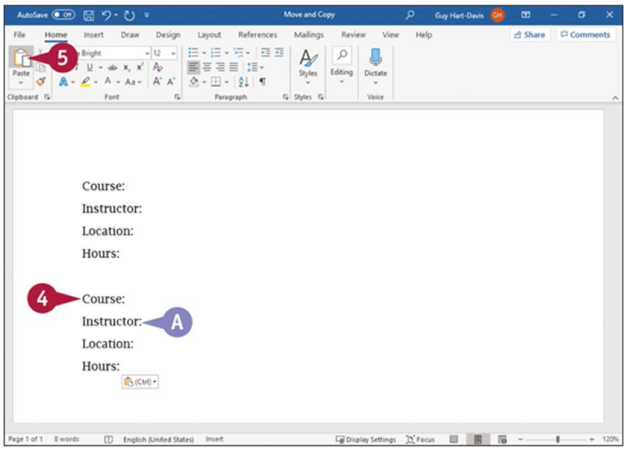
**Note:** To select text, see the section "Select Text," earlier in this chapter.

2. Click **Home**.

   The Home tab appears.

3. To move text, click **Cut** (✂); to copy text, click **Copy** (⎘).

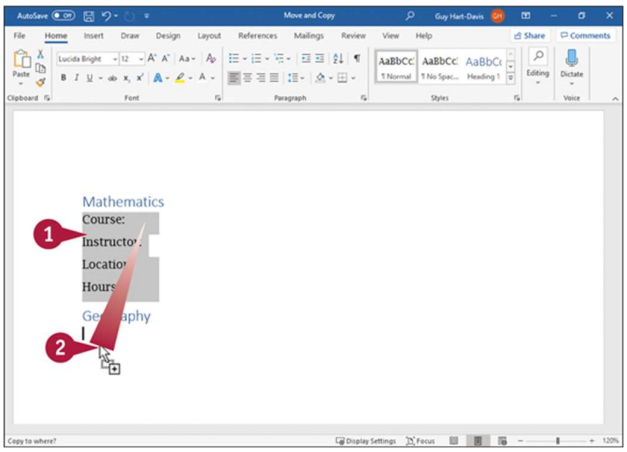
**Note:** If you cut text, it disappears from the screen.




4. Click to place the insertion point where you want the text to appear.

5 Click **Paste** ( ).

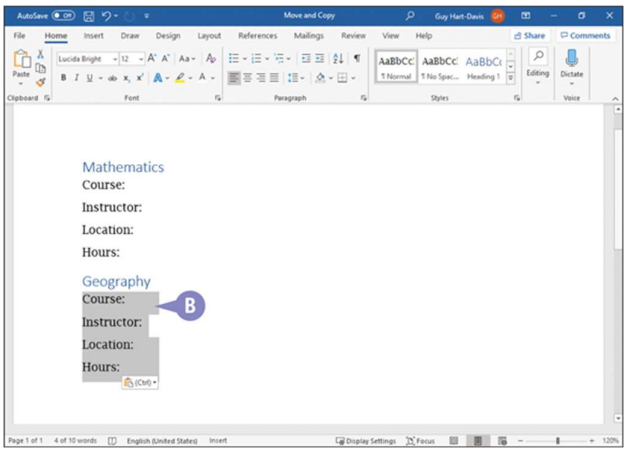
A The text appears at the new location.




## Move or Copy Text Using Drag and Drop

1 Select the text you want to move or copy.

2 To copy the text, press Ctrl while you drag the selected text to where you want the copy to be. Word displays the Copy pointer ( ) as you drag.
To move the text, simply drag the text to its destination. Word displays the Move pointer ( ) as you drag.




B The copied or moved text appears at the new location.

# TIPS

## Can I can move or copy text using the menus?

Yes. Select the text that you want to move or copy, and then right-click it. The context menu and the Mini Toolbar appear; click **Cut** or **Copy** on the context menu. Then place the insertion point at the location where you want the text to appear, and right-click again. From the context menu, click **Paste**.

### Can I copy or move information other than text?

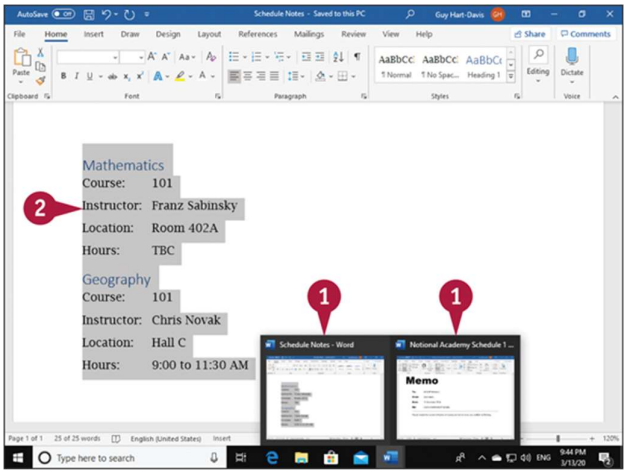
Yes. You can copy or move any element that you can select, such as text, pictures, tables, graphics, and so on. You also can copy or move text from one Word document to another; see the next section, "Share Text Between Documents."

## Share Text Between Documents

You can move or copy information both within the current document and between two or more documents. For example, suppose that you are working on a marketing report and some colleagues provide you with background information for your report. You can copy and paste the information from the colleagues' documents into your document.

Any text that you cut disappears from its original location. Text that you copy continues to appear in its original location and also appears in the new location you choose.

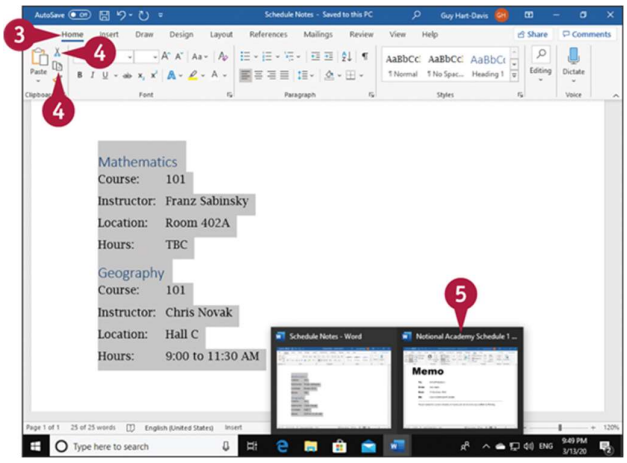
### Share Text Between Documents




1. Open the documents you want to use to share text.

2. Select the text you want to move or copy.

**Note:** For details on selecting text, see the section "Select Text," earlier in this chapter.

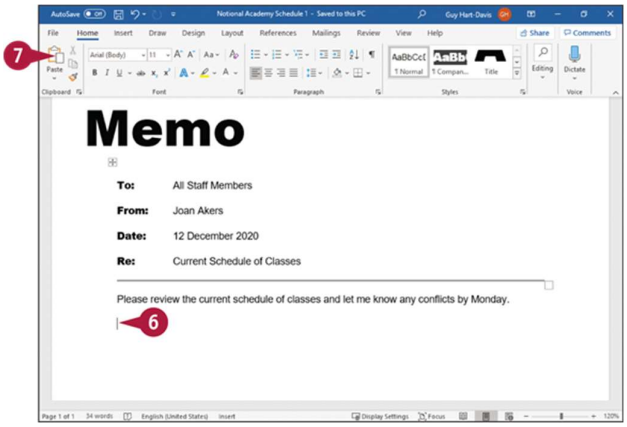



3 Click **Home**.

The Home tab appears.

4 Click **Cut** (✂) if you want to move the text, or click **Copy** (⧉) if you want to copy the text.

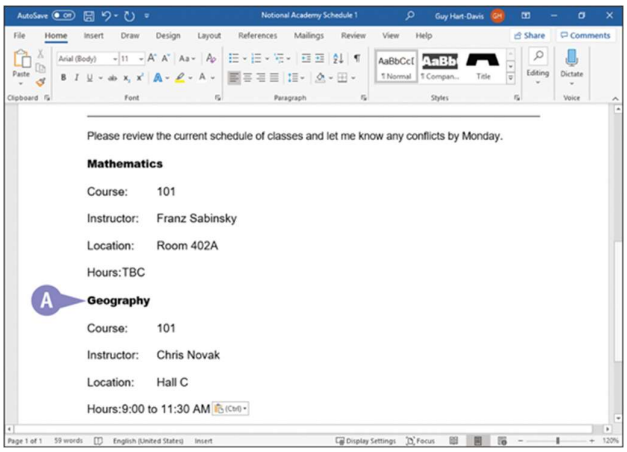
5 Switch to the other document by clicking its button in the Windows taskbar.




The other document appears.

6 Place the insertion point where you want the text you are moving or copying to appear.

7 Click **Paste** (📋).




A The text appears in the new location.

## TIPS

### What is the button that appears temporarily after I paste?

Word displays the Paste Options button (Ctrl) to let you control the formatting of the selection you are pasting. See the section "Take Advantage of Paste Options," later in this chapter, for details on how to use Paste options.

### How do I control the default format Word uses when I paste text?

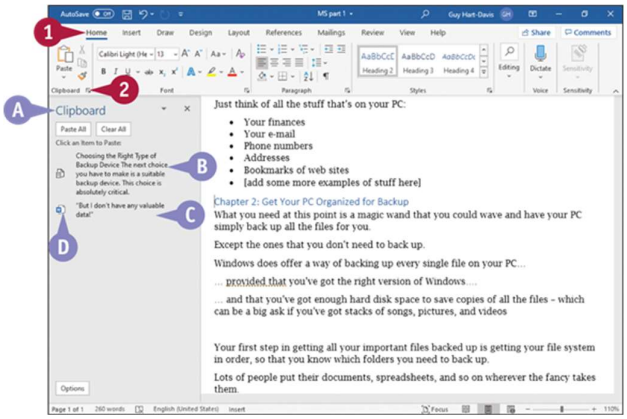
After pasting something, click **Paste Options** (Ctrl), and then click **Set Default Paste** to display the Word Options dialog box. Go to the "Cut, Copy, and Paste" section, and choose options there. Click **OK** when you finish.

# Move or Copy Several Selections

For regular cut, copy, and paste operations, Word shares the Windows Clipboard with all your PC's other apps. The Windows Clipboard stores only a single item at a time, so each item you copy or cut replaces the existing item.

Microsoft Office includes an enhanced clipboard called the Office Clipboard, which can save up to the last 24 items that you cut or copied. You can use the Office Clipboard to paste multiple items into a Word document or into another Office file, such as an Excel workbook or a PowerPoint presentation.

## Move or Copy Several Selections




1. Click **Home**.

   The Home tab appears.

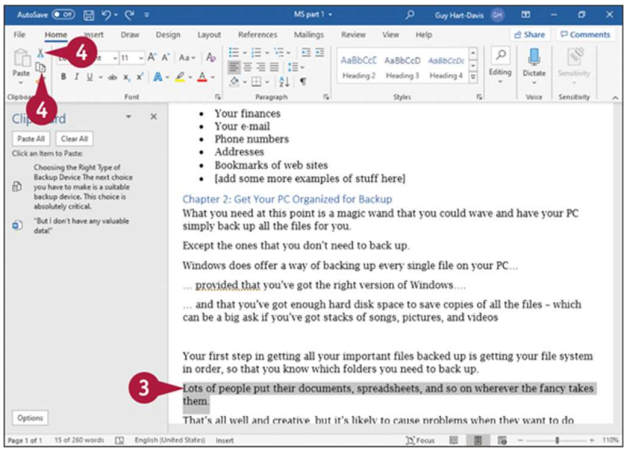
2. Click the Clipboard group dialog box launcher (⧉).

A. The Office Clipboard pane appears.

B. The top item is the newest item and is the item on the Windows Clipboard.

C. Other items are ones you have previously cut or copied. These items are no longer on the Windows Clipboard.

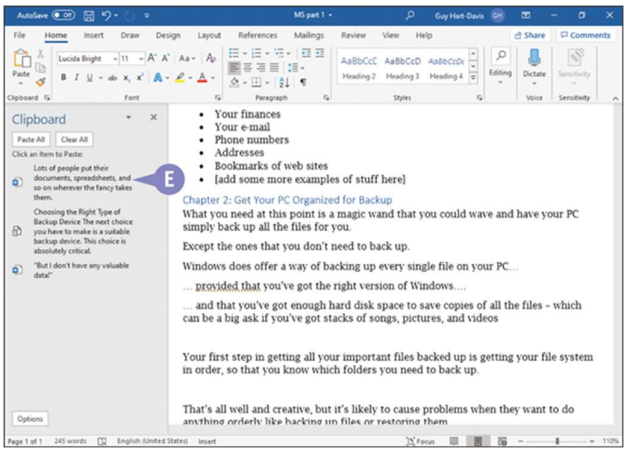
D. The icon to the left of an item indicates the app it came from.




3. Select the text or information you want to move or copy.

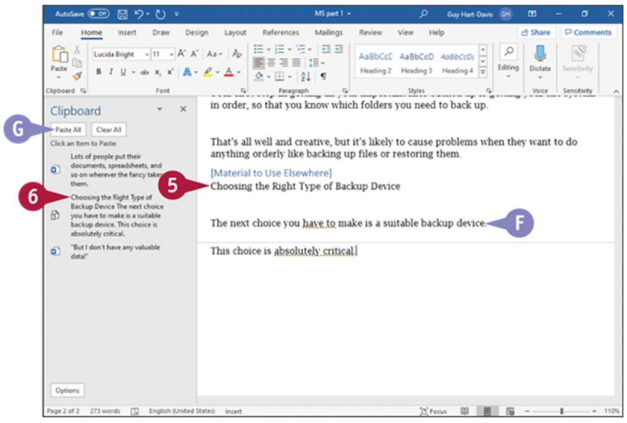
4. Click **Cut** (✂) or **Copy** (⧉).

**Note:** This example uses Cut (✂), so the selected item disappears from the document's text.




E An entry for the cut or copied material appears at the top of the Clipboard pane.

**Note:** Repeat steps 3 and 4 for each selection you want to move or copy. Word adds each cut or copied item to the Clipboard pane, with the newest item at the top.




5 Click in the document or in a different document where you want to place text you cut or copied.

6 Click a selection in the Clipboard pane to place it in the document.

F The entry appears in the document.

7 Repeat steps 5 and 6 to paste other items from the Clipboard, as needed.

G If you want to place all the items in one location, and the items appear in the Clipboard pane in the order you want them in your document, you can click **Paste All**.

# TIPS

## Why does a down arrow appear when I point at an item in the Clipboard pane?

If you click ⌄, a menu appears. From this menu, you can click **Paste** to add the item to your document, or you can click **Delete** to remove the item from the Clipboard pane.

### Must I display the Office Clipboard to collect copied elements?

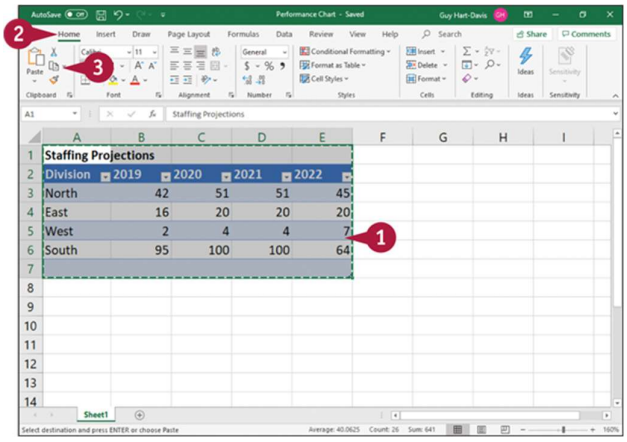
No. Click the **Options** button at the bottom of the Clipboard pane, and then click **Collect Without Showing Office Clipboard.** As you cut or copy, a message appears in the lower-right corner of your screen, telling you how many elements are stored on the Office Clipboard. You must display the Office Clipboard to paste any item except the one you last cut or copied.

## Take Advantage of Paste Options

Word's Paste Options feature enables you to choose what formatting Word applies to a selection you paste into a document. For example, when you paste text that you cut or copied from a different document, you can keep the text's original formatting, make the text pick up the formatting of the location into which you paste it, or paste only unformatted text.

The paste options available depend on what you're pasting and where you're pasting it. This section shows how to paste information from an Excel workbook into a Word document.

### Take Advantage of Paste Options



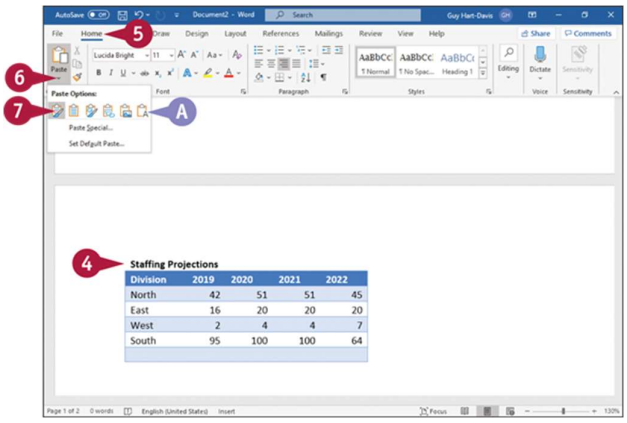

1. Make a selection. This example uses an Excel spreadsheet selection, but you can select text in a Word document.

2. Click **Home**.

   The Home tab appears.

3. Click **Copy** ( ).

**Note:** If you want to cut the selection from the source, click **Cut** ( ) instead of Copy ( ).




4 Position the insertion point in your Word document where you want to paste the information.

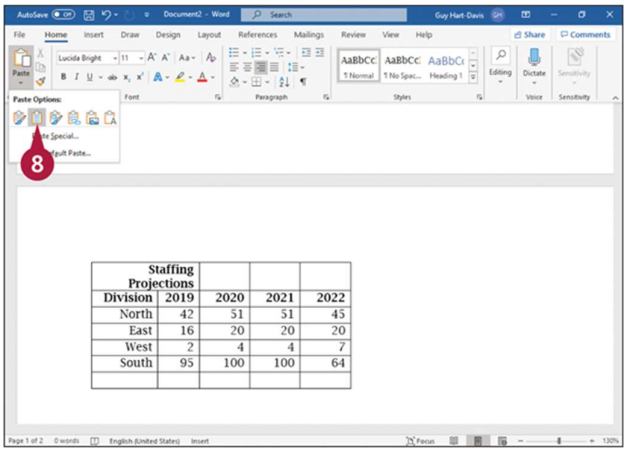
5 Click **Home**.

The Home tab appears.

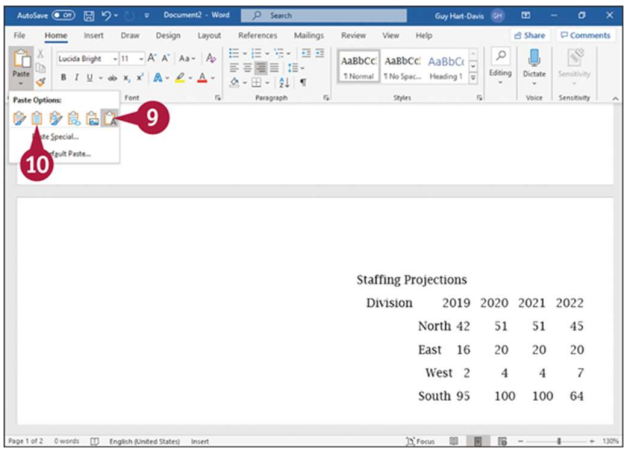
6 In the Clipboard group, click below **Paste** ( ).

A Buttons representing paste options appear.

7 To preview formatting for the selection, point at the **Keep Source Formatting** button ( ).




8 To preview formatting for the selection, point at the **Use Destination Styles** button ( ).




9 To preview formatting for the selection, point at the **Keep Text Only** button ( ).

10 Click a **Paste Options** button to paste the selection and specify its format in your Word document.

# TIP

## What do the various Paste Options buttons mean?

These are the five most widely useful Paste Options buttons:

- Click **Keep Source Formatting** ( ) to make the pasted material retain its original formatting.
- Click **Use Destination Styles** ( ) to make the pasted material take on the formatting of the location where you paste it.
- Click **Merge Formatting** ( ) to merge the formatting of the pasted material into the formatting of the location where you paste it.
- Click **Picture** ( ) to paste the material as a picture, not as text.
- Click **Keep Text Only** ( ) to paste text with no formatting.