

Word Lesson 2
Basic Editing

Microsoft Office 2007:
Introductory

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Objectives

- Select text.
- Show and hide formatting marks.
- Understand toggle commands.
- Create paragraphs without blank space between them.
- Undo, redo, and repeat recent actions.

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Objectives (continued)

- Move and copy text using drag-and-drop and the Clipboard.
- Use the Office Clipboard.
- Find and replace text.
- Use the Go To command.
- Identify the number of words in a document or a selection.

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Vocabulary

- Clipboard (system Clipboard)
- Copy
- Cut
- Drag
- Drag-and-drop
- Find
- Format
- Go To
- Office Clipboard
- Paste

Vocabulary (continued)

- Paste Options
- Quick Style
- Redo
- Repeat
- Replace
- Select
- Show/Hide ¶
- Toggle
- Undo
- Wildcard

Selecting Text

- To select text means to highlights a block of text. Blocks can be one character or an entire document. You can select text by using:
 - Mouse: Drag the mouse over the text while holding the left button on your mouse.
 - Keyboard: Press and hold Shift key while pressing the arrow key in the direction of the text.
- There are also keyboard shortcuts for selecting just a word or a paragraph at a time.

Showing Formatting Marks

- Sometimes it is easier to edit text when you can see the paragraph marks and editing symbols.
- The Show/Hide¶ command allows you to see these marks.
- To view, click the Show/Hide¶ button in the Paragraph group on the Home tab.
- The marks do not show when you print your document.

Understanding Toggle Commands

- Clicking the Show/Hide¶ button once displays the formatting marks; clicking the button again hides them.
- Switching between two options in this manner is known as toggling.
- When a toggle command on the Ribbon is selected, it is orange; when it is deselected it is the normal blue color.
- Toggle commands can also appear on a menu, and are marked with a check mark when selected.

Creating Paragraphs Without Blank Space Between Them

- When you press the Enter key, you create a new paragraph. Word automatically puts a space between paragraphs.
- To create a paragraph without the extra space, use the No Spacing button, in the Styles group, on the Home tab. You can switch back to Normal, when desired.
- The No Spacing and Normal buttons are Quick Styles. Quick Styles are settings that alter text and that you can apply by clicking a button on the Ribbon.

Using the Undo, Redo, and Repeat Commands

- The Undo command reverses recent actions.
- The Redo command reverses an Undo action.
- The Repeat command repeats the most recent action.
- You can access the Undo button, Redo button and Repeat command on the Quick Access Toolbar.

Using Drag-and-Drop to Move and Copy Text

- The easiest way to move text is to drag-and-drop. Select text, position the pointer on top of the selected text, and then drag the selected text to the new location.
- As you drag the selected text, a vertical line follows the pointer indicating where the text will be positioned when you release the mouse button,
- If you want to copy the text instead of move it, you must press and hold the Ctrl key while you drag it.

Using the Clipboard to Move and Copy Text

- The Clipboard is a temporary storage place in the computer's memory.
- To move text using the Clipboard, use the Cut command and then the Paste command.
- To copy text in one location to another location, use the Copy command.
- When you use the Paste command, the Paste Options button appears and offers you formatting options. Formatting refers to the appearance of text.

Using the Office Clipboard

- If you want to collect more than one selection at a time, you can use the Office Clipboard. The Office Clipboard can collect up to 24 selections.
- You must activate the Office Clipboard in order to use it. On the Home tab in the Clipboard group, click the Clipboard Dialog Box Launcher.
- When you cut or copy a twenty-fifth item, it replaces the first item.

Using the Find and Replace Commands

- Find and Replace are editing commands that let you find specific words, and if you wish, replace them with new words.
- Both commands are located in the Editing group.
- You fill in the word you are searching for in the Find what box.
- If you are replacing the word, you fill in the replacement in the Replace with box.

Using the Go To Command

- Go To allows you to jump to a specific part of a document.
- On the Home tab in the Editing group, click the arrow next to the Find button, and then click Go To on the menu.
- After you click Next, Word moves the insertion point to the location you specified.

Identifying the Number of Words in a Document or Selection

- The number of words in a document appears in the status bar and is updated as you type.
- If you select text, the status bar displays the number of words in the selection.
- You can also find out the number of characters, paragraphs, and lines in a document by opening the Word Count dialog box.

Summary

- You can select blocks of text and perform operations on the block of text, such as cutting and pasting.
- The Show/Hide ¶ command allows you to view hidden formatting marks.
- Toggle commands turn a feature on or off.
- You can create a paragraph without space after it by using the No Spacing Quick Style. To change it back, use the Normal Quick Style.
- You can undo recent actions by using the Undo command. You can redo an action using the Redo button and repeat an action using the Repeat button.

Summary (continued)

- You can drag selected text to a new location. You can also press and hold the Ctrl key to copy the selected text.
- You can cut or copy text to the Clipboard. You can also paste the text stored on the Clipboard.
- If you want to collect more than one item at a time to paste, you can use the Office Clipboard.
- The Find command moves the insertion point to the word or phrase for which you are searching.

Summary (continued)

- Replace finds the next occurrence of the word or phrase you are searching for and replaces it with the word or phrase you type in the Replace with box.
- The Go To command moves the insertion point to a part of the document that you specify.
- You can see the number of words in a document or a selection by checking the status bar. You can see the number of characters, paragraphs, and lines in a document or selection by opening the Word Count dialog box.
