

6.1 Snap Shot

- This section introduces you to basic editing features, including the commands used to insert, delete, move, and copy text. Firstly the insert and delete features are described. Then move and copy (or cut and paste) features are described.
- This section also introduces you to a powerful and frequently used word processing feature i.e. searching for a specified word, text passage, number, symbol, paragraph style, etc. The search (or find) text is often referred to as the **find string**. You can also specify a replacement string. In addition to finding conventional characters and numbers, you can also find special characters and symbols, such as tabs and paragraph symbols. You can even use wildcards, or substitution characters (such as ? and *), in your search strings.
- This section guides you through the use and creation of document styles and the selection of type fonts and font sizes. First, styles, fonts, and font sizes are introduced. Then a hands-on activity is provided to give you experience with the management of styles and to see how fonts and font sizes are controlled.
- In this section you will learn to format individual paragraphs, how to indent, and how to position text beyond the left margin. This section guides you through another text formatting feature i.e. the creation of lists. It also describes the **Format / Bullets and Numbering / Outline Numbered** selection, which is used to automatically apply numbers to paragraph headings and outlines.
- This section guides you through the Use of Headers and Footers.
- This section guides you through some uses of the Insert menu. In particular, you learn how to insert page breaks, page numbers, special symbols, and dates and times into your documents.
- This section also handles the Inserting Page numbers in your word document

6.2 Editing Text using Cut, Copy & Paste

Insert and Overstrike

Word is normally in the insert mode. As text is typed, following text is pushed to the right and down. You can put word into the overstrike mode by pressing the <Ins> or <Insert> key on the keyboard. OVR is displayed on the status bar at the bottom of the screen when in overstrike. Press <Ins> or <Insert> again to put Word back into the insert mode.

Cutting, Copying, and Pasting

Text is cut by selecting it and either using Edit / Cut or pressing <Ctrl+X>. This removes the selected passage from the screen and puts it on the Windows clipboard, from which it can be pasted. Similarly, text is copied to the clipboard by selecting it and either using Edit / Copy or pressing <Ctrl+C>. Copied text remains in the original position, while cut text is removed.

The clipboard is a designated portion of memory where cut or copied text or graphics are stored. Paste is used to insert the contents of the clipboard into a document or another Windows application. Text or a graphic image that resides on the clipboard is inserted into a document at the cursor position by using Edit / Paste or pressing <Ctrl+V>.

Text or a graphic image is moved or copied with these simple key sequences:

Ctrl+X	Cut
Ctrl+C	Copy
Ctrl+V	Paste

Delete

Delete a passage of text by selecting it and pressing or <Delete>. Delete one character at a time by putting the cursor on the character and pressing . You can delete words using the following sequences:

Ctrl+Del	Delete next word
Ctrl+Backspace	Delete previous word

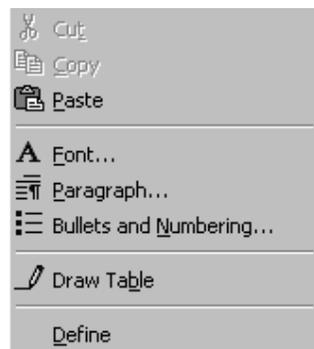
Selecting Text

Select text by dragging it with the mouse. You can also select a word by double-clicking it. Optionally paragraphs are selected by triple-clicking. You can select multiple words, lines, or paragraphs by holding <Shift> while moving the cursor with an arrow key or picking the different passages with your mouse. Marking text is accomplished by dragging it with the mouse or by holding the <Shift> key while pressing any key that moves the cursor including:

Home	left margin
End	margin
PgUp	one screen up
PgDn	one screen down
Ctrl+PgUp	top of screen
Ctrl+PgDn	bottom of screen
Arrow key	up, down, left, or right
Ctrl+Home	top of file
Ctrl+End	bottom of file
Ctrl+Right Arrow	next word
Ctrl+Left Arrow	previous word
Ctrl+A	entire document

Shortcut Menu

You can display a shortcut editing menu by pressing the right mouse button.



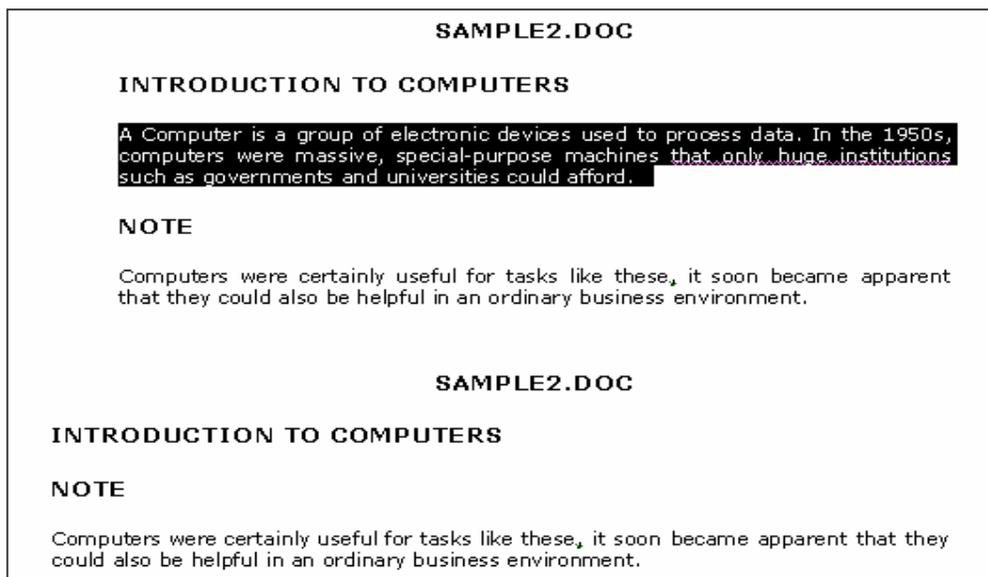
You can then pick the desired operation.

The shortcut menu is intended to save time, as it puts commonly used editing operations at your fingertips. It eliminates the need to move the mouse to the top of the document to pull down a menu.

Hands-on Activity

In this activity you use the insert, overstrike, cut, copy, and paste commands with the Some Sample Document.

1. Start Word and open any Sample Document..
2. Position the cursor at the beginning of the first line and type your name; notice how the following text is pushed ahead of the inserted text.
3. Press **<Home>** to move to the beginning of the line, then press **<Ins>** or **<Insert>** on the keyboard to put Word into the overstrike mode.
4. Retype your name and notice that the typed characters overstrike the existing ones.
5. Select the first paragraph (drag it with the mouse or use **<Shift+Down Arrow>**).
6. Cut the selected passage with **<Ctrl+X>**; notice that it disappears.



7. Move to the end of the document using **<Ctrl+End>**.
8. Paste the cut text from the clipboard with **<Ctrl+V>**; notice that it is inserted at the cursor position. (You have achieved a move operation.)
9. Select the paragraph immediately preceding the moved passage.

Tip: You can select lines and paragraphs by putting the mouse cursor outside the left margin until it turns into an arrow. Then click to select the line to the right. Drag to select multiple lines or double-click to select the paragraph.

10. Copy the selected passage as follows:
 - a. Press **<Ctrl+C>** to copy the selected passage to the clipboard.
 - b. Press **<Ctrl+Home>** to move to the beginning of the document.
 - c. Press **<Ctrl+V>** to paste the copied passage from the clipboard.
11. Press **<Alt+F4>** and click **No** to exit Word without saving.

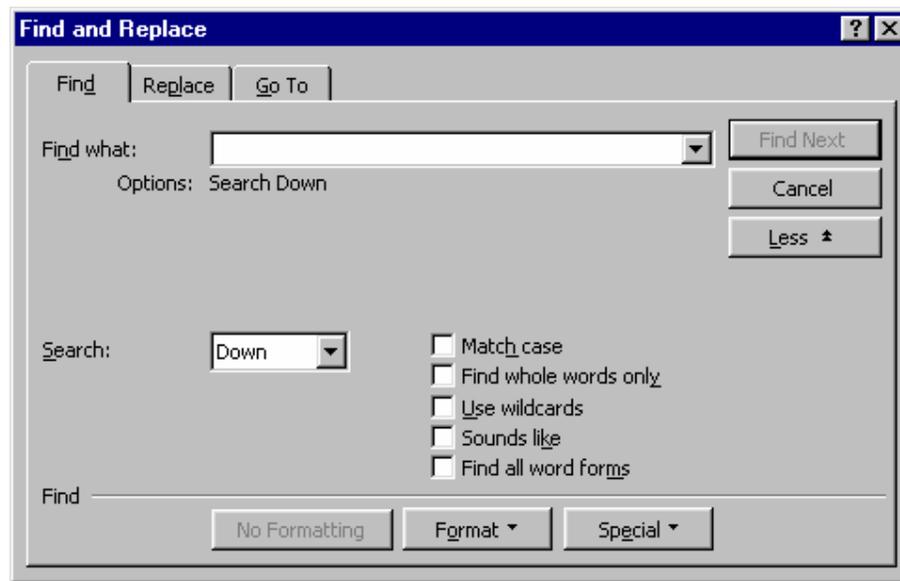
6.3 Finding and Replacing Text

The Edit / Find Menu Selection

The **Edit / Find** menu selection displays the Find and Replace dialog.

This dialog box is also displayed using **<Ctrl+F>**, **<Ctrl+H>** for Replace, or **<Ctrl+G>** for Go To. Notice the Replace and Go To tabs. Also notice that you can click a more or less button to display or hide the search options. Each of the search options within the Find and Replace dialog box is explained on the following page.

Find what: – Accepts the characters or word you want to find.



Search: (Up/Down/All) – Search forward (from cursor position down) or backward (from cursor position up), or search entire document.

Match case – Find only those words that match the upper- and lowercase of the Find what value exactly as typed.

Find whole words only – Eliminate interior strings, such as the in the word their, from the search specification.

Use wildcards – Check this box if you intend to use question marks or asterisks (? and *) as wildcards. This lets you search variations of the same text string. For example, the finds three, those, and there. St. * finds all words like St. Paul, St. Petersburg, St. Croix, and St. Augustine. In addition to being able to use conventional wildcards, other pattern matching symbols are also available. See Finding Special Characters later in this section.

Sounds like – This check box helps you find words that sound like the search string. For example, you can find merchandise and merchandize, color and color, and Ann and Anne.

Find all word forms – Replace different word forms such as “walk” with “run” and “walking” with “running.”

Find Next button – Click to find the next occurrence of the find string.

Cancel button—Click (or press <Esc>) to cancel the find operation and return to the document.

More/Less button—Click to display or hide search options and the No Formatting, Format, and Special buttons.

No Formatting button—This button is active when the Find what string is formatted as bold, italic, and/or underline. (You can apply standard character formats to your search strings.) When clicked, it removes all formatting from the search string.

Format button—Pick a font, paragraph setup (alignment, indentation, etc.), language attribute, or style (normal, Heading 1, etc.). This isolates the Find what string to more specific parameters, eliminating unwanted finds from the operation.

Special button—Pick special symbols (such as tabs and paragraph marks), annotations, graphics, and much more from a displayed list.

The Edit / Find and Edit / Replace Menu Selections

The Edit / Find menu selection (or the Find folder of the Find and Replace dialog) is used to display the Find options. Find next lets you find the next occurrence from the cursor of the “Find what:” value. The more buttons allows you to choose search criteria such as case and wildcards.

The Edit / Replace menu selection (or the Replace folder of the Find and Replace dialog) is used to display the Replace options. Replace lets you replace the “Find what:” value with a “Replace with:” value. The Replace dialog is shown here.

Pressing <Ctrl+H> also displays this dialog box. Notice that this dialog adds three additional features to the Find dialog box:

Replace with — Enter the replacement string here.

Replace button — Click to replace the current find.

Replace All buttons—Click to replace every occurrence of the search string without user intervention.

Finding Special Characters (Advanced Search Criteria)

You can find special characters and use wildcards with Word's Find and Replace operations using the Special button to display special characters. In addition to these, Word features advanced search criteria used for what is often referred to as pattern matching. Check Use wildcards to take advantage of the pattern-matching feature.

Character Description

- ? Wildcard for a single character; **ca?** finds the words cab, cad, cat, etc.; not available in Replace.
- * Find a string; **t*e** finds the, these, those, tease, tee, etc.
- [] Find one of the specified characters; **sh[ou]t** finds shot or shut.
- [-] Find a single character within a range; **[b-e]at** finds bat, cat, date, and eat.
- {n} Find exactly n occurrences of the preceding character string; **re{2}?** Finds reed and reel but not red.
- {n,} Find at least n occurrences of the preceding character string; **re{1,}?** Finds reed, reel, and red.
- {n,m} Find from n to m occurrences of the character or string; **3{1,4}** finds 30, 300, 3000, and 30000.
- @ Find one or more occurrences of the previous character or string; **ho@t** finds hot and hoot.
- <(beg) Find the beginning of a word; <(pre) finds words like prefix, prepare, and previous.

(end)> Find the end of a word; **(ing)**> finds words like dining, thing, sing, sting, etc.

***** Find the asterisk character; to find an asterisk, precede it with the backslash character to prevent it from being interpreted as a wildcard.

\2\1 Used in the Replace with box; to transpose the expression **also ran to ran also**, type **(also)(ran)** in the Find what box and **\2\1** in the Replace with box.

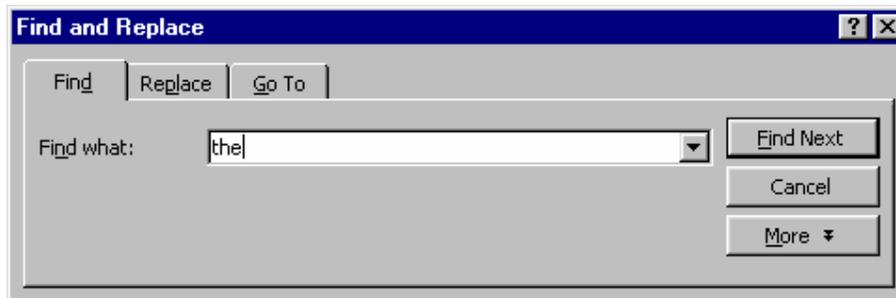
Hands-on Activity

In this activity you use Find and Replace operations to familiarize yourself with how they work.

1. Start Word; use **File / Open** to open any Sample Document.
2. Press **<Ctrl+F>** to open the Find and Replace dialog and type **the** in the Find what area.

Click the **Find Next** button several times until the words otherwise and therefore are found. Then click the **Cancel** button.

3. Press **<Ctrl+Home>** to return to the top of the file. Repeat step 2, only this time click on the **More** button, then put a check mark in the **Find whole words only** check box. Note how otherwise and therefore are skipped. Click **Cancel**.



4. Press **<Ctrl+F>** and locate a paragraph mark (created by pressing **<Enter>**). Click **More / Special** and select **Paragraph Mark** from the pick list to put **^p** in the **Find what** box. Click the **Find Next** button. Notice how the found