

Editing a Document





Once you have created a Word document and typed some text, you may want to edit your work by adding, moving, or deleting text. This document covers the *Undo* command and the basic editing functions of selecting, moving, and deleting text.

Editing Basics

Insertion Point and Pointers

The blinking vertical line located in the window is the insertion point. As you type, keyed text will appear to the left of the insertion point.

If you move the mouse, it is the pointer that moves on screen. The pointer can appear in several ways. Four of the most common are discussed here.

Pointer	Description
	When the pointer moves over the page, it looks like an I-beam. When you click the mouse button, the insertion point is placed to the left of the I-beam pointer
	When the pointer moves over specific formatting areas, the following icons appear under the insertion point: align left, align right, center, left indent, left text wrap, and right text wrap. The text you type will appear in the format of the corresponding icon
	When the pointer moves over the <i>Ribbon</i> , it takes the shape of an arrow pointing up and to the left. Clicking the mouse button once over a command tab or command tab option will select that option
	When the pointer moves past the left margin of the text on the page, it takes the shape of an arrow pointing up and to the right. Clicking the mouse button at this point will select that line of text. To select the entire paragraph, double click

Typing Features

As you start on your document, you should be aware of some typing features in Word.

Word Wrap

Text is wrapped at the end of each line and continues on the next line; you do not have to press [Enter] or [Return]

Delete Character

the [Backspace] key moves the insertion point to the left one space at a time, eliminating text or space. The [Delete] key moves the insertion point to the right one space at a time, eliminating text or space

Arrow Keys

The arrow keys move the insertion point up or down one line at a time and left or right one space at a time. The arrow keys do not delete; they allow you to position the insertion point exactly where you want it. This is especially helpful for inserting text into different parts of your document



Using the Undo Command

If text was accidentally deleted or if there was some type of editing mistake, you may be able to reverse the last action using the *Undo* command. If your last action cannot be reversed, the option will read *Cannot Undo*.

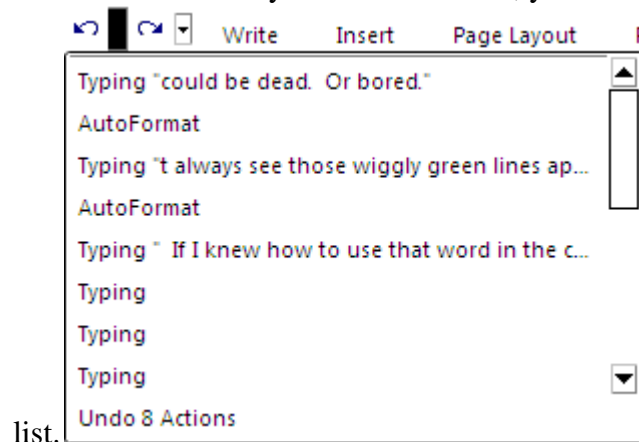
Using the Undo Command: Keyboard Option

1. Press [Ctrl] + [Z]
Your last action is reversed.

Using the Undo Command: Ribbon Option

1. To undo your last action, on the *Quick Access Toolbar*, click **UNDO** 
2. To undo multiple actions,
 - a. On the *Quick Access Toolbar*, click the pull-down arrow to the right of the **UNDO**  button
 - b. Select the action(s) to undo
the selected action(s) are reversed.
HINT: To locate the desired action to undo, use the scroll bar.


WARNING: When you undo an action, you also undo all actions above it in the




Selecting Text

Selecting text is a basic editing skill used in Word. In order to format text, it must be selected. Once your text is selected, you can cut, copy, or paste your text; for more information, refer to [Cutting, Copying, and Pasting Text](#). For example, by selecting specific text you can change the font size of only the selected text.

Several methods are available for selecting text. Use the option that is most convenient for you or use the technique that best fits your task. Keyboard shortcuts can also be used to select text. For more information, refer to [Keyboard Shortcuts](#).

HINT: If a block of text is selected, any new text typed will replace the selected text. To restore the original text, from the *Quick Access Toolbar*, click **UNDO** . For more information, refer to [Using the Undo Command](#).

Selecting Text: Lines

1. Place the insertion point to the left side of the document until it turns into an arrow 
2. To select a single line of text, click the mouse button once
to select multiple lines of text, click, and drag to select the desired lines
the line(s) of text is selected.

Selecting Text: Specific Areas

HINT: If the text is near the left margin, it may be easier to start by selecting the last letter of the desired text.

1. Place the I-beam to the left of the beginning of the desired text
2. Click and hold the mouse button
3. Drag the mouse over the text to be selected

4. Release the mouse button
the text is selected.

Selecting Text: Single Words

1. Place the I-beam over the word to be selected
2. Double click the mouse button
the word is selected.

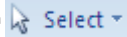
Selecting Text: Single Paragraphs

1. Place the I-beam over the paragraph to be selected
2. Triple click the mouse button
the paragraph is selected.

Selecting Text: Multiple Paragraphs

1. Place the I-beam at the beginning of the text to be selected
2. Press and hold **[Shift]**
3. Click at the end of the text to be selected
All text between the two points is selected.

Selecting Text: Entire Document

1. From the *Home* command tab, in the *Editing* group, click **SELECT**  » *Select All*
All text is selected.

To deselect text:

1. Click the mouse button anywhere outside or inside the selected text area

Making Multiple Selections


You can make multiple, non-contiguous selections of text in your document. This is helpful for formatting multiple selections at one time.

Making Multiple Selections: Click and Drag

1. Make the initial text selection
2. To make additional selections, press **[Ctrl]** and click and drag
3. OPTIONAL:
To exclude (drop) one of your selections, while pressing **[Ctrl]**, click the selection

Making Multiple Selections: Find and Replace Dialog Box

This option is helpful if you want to find and select all occurrences of specific text without searching for all instances manually.

1. From the *Home* command tab, in the *Find* group, click **FIND**  Find ▾

OR

Press **[Ctrl] + [F]**

NOTES:

The **[Ctrl] + [F]** keys can be used from any command tab.

The *Find and Replace* dialog box appears.



2. Select the *Find* tab
3. In the *Find what* text box, type the text to be selected
4. Click **FIND IN** » select the document area to be searched
5. Click **CLOSE**
you are returned to your document.
All occurrences of the desired text are selected.

Using Drag and Drop

Drag and Drop is another option for moving blocks of text. This option is best for moving text short distances. Because you use the mouse, *Drag and Drop* text is never placed on the *Clipboard*. As you are dragging the text, a gray insertion point appears. When you let go of the mouse button, the text drops in that location.

Using Drag and Drop: Moving Text

1. Select the text to be moved
NOTE: For more information, refer to *Selecting Text*.
2. Click on the text and hold the mouse button
3. Drag the text to the desired location
HINT: The insertion line will indicate where the text will be dropped.
4. To drop the text, release the mouse button
the text is moved.
HINT: If you dropped the text in the wrong spot, refer to *Using the Undo Command*.

Using Drag and Drop: Moving Copied Text

1. Select the text to be copied
NOTE: For more information, refer to Selecting Text.
2. Press and hold the [Ctrl] key
3. Click on the text and hold the mouse button
4. Drag the text to the desired location
HINT: The insertion line will indicate where the text will be dropped.
5. To drop the text, release the mouse button and the [Ctrl] key
the text is copied to the new location.
HINT: If you copied the text to the wrong spot, refer to Using the Undo Command.

Deleting Text

You can delete anything from a few characters to several pages of text. You can also restore deleted text using the *Undo* command.

Deleting Text: Characters

1. Place the insertion point to the right of the text to be deleted
2. Press [Backspace] as many times as needed
the desired character(s) is deleted.

Deleting Text: Type Over

1. Select the text to be replaced
NOTE: For more information, refer to Selecting Text.
2. Begin typing
the selected text is deleted and replaced with what you type.

Deleting Text: A Line or Block of Text

1. Select the text to be deleted
NOTE: For more information, refer to Selecting Text.
2. Press [Backspace] or [Delete]
The selected text is deleted.

To retrieve deleted text:

1. From the *Quick Access Toolbar*, click **UNDO** 