

...UNIT THREE

EDITING TEXT

Inserting Text

- To enter text, just start typing!
- The text will appear where the blinking cursor is located.
- The insertion point (which is a blinking vertical bar) indicates where text will be inserted.
- To insert text to the existing text we do have two modes; (Insert mode and Overtyping mode)
- Insert mode:
 - Typed text is inserted within the existing text.
 - Characters that appear after the inserted text are pushed to the right.
- Overtyping mode:
 - The existing text changes (deletes) as we type the new text.
- To switch (change) between the two modes, press *Insert key* on the keyboard (then it will be changed from *overtyping* mode to *insert* mode or vice versa).

Selecting Text

- To change any attributes of text it must be highlighted (selected) first.
- To select a text, either:
 - Drag a mouse over the desired text while keeping the left mouse button is depressed
- (OR)**
- Press the *SHIFT* key on the keyboard while using the arrow buttons.
- To deselect the text, either click anywhere outside of the selection on the page or press an arrow key on the keyboard.
- The following table shows different selection techniques (shortcuts) for selecting a portion of the text:

... Selecting Text

Selection	Technique	Alternate Way
Whole word	<i>Double-click</i> within the word	-
A Line	Move the mouse to the left end of the line, when the pointer changes to the right direction <i>click</i>	-
A Sentence	Press <i>CTRL</i> while clicking in the sentence	-
Whole Paragraph	<i>Triple-click</i> within the paragraph	Move the mouse to the left end of the line, when the pointer changes to the right direction <i>double-click</i>
Several words or lines	Drag the mouse over the words, or press (hold down) the <i>SHIFT</i> key while using the arrow keys	-
Entire Document	Choose <i>Edit</i> → <i>Select All</i> from the menu bar, or press <i>CTRL+A</i> .	-

Move actions and Keystrokes

- The following table shows how to move in a text using different keystrokes:



Move Action	Keystroke
Beginning of the line	HOME
End of the line	END
Top of the document	CTRL+HOME
End of the document	CTRL+END

Deleting Text

- To delete a text, use the *BACKSPACE* and *DELETE* keys on the keyboard.
 - **BACKSPACE** ⇒ Deletes a character to the left of the cursor (insertion point).
 - **DELETE** ⇒ Deletes a character to the right of the cursor.
 - **CTRL + BACKSPACE** ⇒ Delete a word before the cursor.
 - **CTRL + DELETE** ⇒ Deletes a word after the cursor.
 - **DELETE (OR) BACKSPACE** ⇒ Deletes selected text.

Undo / Redo Operations

- **Undoing and Redoing actions:**

- You can undo your last action using one of the following options.
 - Click the *Undo* () *button* on the standard toolbar.
 - Choose *Edit* → *Undo* from the menu bar.
 - Press *CTRL+Z* on the keyboard
- You can also erase the undo action by redoing it using one of the following options.
 - Click the *Redo* () *button* on the standard toolbar.
 - Choose *Edit* → *Redo* from the menu bar.
 - Press *CTRL+Y* on the keyboard

Cut/paste (move) and Copy/paste

- **Cut/paste (move)**


- It is used to *move a text* from one location to another on the same/different document.
- It is done by first selecting the text, *cutting* it, moving the cursor into the location you want and pasting on that location

- **Copy/paste**

- It is used to *copy a text* on another location of the same/different document.
- It is done by selecting the text, *copying* it, moving the cursor into the location you want and pasting on that location.

Moving, copying and pasting text


Moving (Cutting) text

- To move the text to another location:
 1. Highlight (select) the text that will be moved
 2. Do one of the following options:
 - Select *Edit* → *Cut* from the menu bar.
 - Press *CTRL* + *X* on the keyboard
 - Click *Cut* () *button* from the standard toolbar

The above two steps will *move* the selected text to a *clipboard* (which is a temporary holding area for the copied and cut texts and graphics).

...Moving, copying and pasting text


Copying text

- To copy a text:
 1. Highlight (select) the text that will be copied
 2. Do one of the following options:
 - Select *Edit* → *Copy* from the menu bar.
 - Press *CTRL* + *C* on the keyboard
 - Click *Copy* () *button* on the standard toolbar

The above two steps will *copy* the selected text to a clipboard.

...Moving, copying and pasting

Paste text

- To paste cut or copied text:
 1. Move the cursor to the location you want to move the text to.
 2. Do one of the following options:
 - Select *Edit* → *Paste* from the menu bar.
 - Press *CTRL* + *V* on the keyboard
 - Click *Paste* () *button* on the standard toolbar

Go To and Find/Replace

- **Go To (Edit → Go To):**
 - This feature is used to go to a specific location in your document such as a *page, line, section, or heading*.
- **Find (Edit → Find or CTRL + F):**
 - Used to find the first occurrence of the text *following* the location of your insertion point in the document.
 - Click *Find Next* to search the next occurrence of the text.
- **Replace (Edit → Replace or CTRL + H):**
 - Used to replace any occurrence of the text with another text in the document.
 - Click *Replace* to replace only one occurrence at a time and *Replace All* to replace every occurrence of the text in the document.