

Basic Editing

- Using Undo and Redo
- Moving and Copying Text
- Using the Go To Command

Handouts for
Lesson 2,
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Basic Editing

- Using Find and Replace

USING UNDO AND REDO: These are located on the **Standard Tool Bar** or in the **EDIT Menu**. Use the **UNDO** [arrow curved to the left] to reverse recent actions or the **REDO** [arrow curved to the right] to put back recent actions that were taken out. Click on the arrow beside the undo button to see a list of recent actions.

Moving and Copying Text: When you are editing a document you will want to move or copy text to a different location. The feature that makes this easy is the **Office Clipboard**. [to view clipboard click on EDIT and clipboard OR hit **Ctrl+C** twice] To replace the text place the **I-beam** in correct position and click on **text** on **clipboard**.

Or use the **cut and paste** commands to move text from one location to another. The **copy** command allows you to copy the text without cutting it from its original position.

Go To Command: This allows you to move through a long document.

Open the **Edit menu** and choose **Go To**. The find and replace dialog box appears.

In the Go to **WHAT** box, **click LINE**. In the Enter line number box, key 10. Click **Go To**. The I-beam moves to line 10. Click close when completed.

Find and Replace: Allows you to find specific words in a document quickly and replace them instantly with new words. Go to **EDIT Menu**. Using the **Find command**, you can quickly search a document for every occurrence of a specific word or phrase you key in the **Find what box**. You can display options by clicking the More Find and Replace dialog box.

Search: Lets you search from the location of the insertion point up, from the location of the insertion point down, or all [entire document].

Match case Searches for words with the same case as the keyed word

Find whole. Finds only the exact word or phrase we key in the Find what box.

Wildcards Words with special characteristics such as a ?, * along with a word or characters in the Find dialogue box.

Sounds like locates words that sound alike but are spelled differently. So/sew

Find all word forms: Lets you find different forms of words. E.g. run, ran, runs,

Find next: Goes to the next occurrence of the word.

Cancel: Stops the search and closes the dialog box.

More/Less: Displays the Find and replace options/Hides the options.

Format: Lets you search for formatting, i.e. bold instead of specific word as well as words with specific formatting.

Special: Special characters that may be hidden also special characters not hidden (___)

Basic Editing

- Using the Word Count Command

Sometimes when we write a document we need to know how many words it contains. The Word Count Command counts the pages, words, characters, paragraphs and lines in your document quickly. The Insertion point can be located any place in the document when we do this. We can also count the words in a specific section of text by first selecting that text and then using Word count.

To use:

Press **Ctrl+Home** to go to the beginning of the document
Open the **TOOLS** menu and choose **Word Count**. The **word Count** dialog box appears

Click the **Show** Toolbar button. The **Word Count** toolbar appears.

Click **Close** on the word count dialog box. Click **Close** on the Word Count toolbar.

Helpful Word Features

- Auto Correct
- AutoFormat

Word offers many types of automated features that can help we create documents.

AutoCorrect corrects errors as we enter text. It corrects common capitalization, typing, spelling, and grammatical errors. It's also useful for inserting text quickly. E.G. you can specify that when you key the letters **nyc**, they will always be replaced with New York City. Long, difficult names can be inserted with just a few keystrokes

Open **Tools** menu and choose **AutoCorrect Options**.

In the *Replace* box, key your three initials in lowercases. Press **Tab** to move to the *With* box.

In the *With* box, key your name. Click the **Add** button.

Click **OK** to close the AutoCorrect dialog box, AutoCorrect is now customized with your name.

AutoFormat As You Type applies built-in formats as you key.

E.g. Word automatically formats the text for a numbered list.

Similarly, if you type a bullet, press tab, and key text. Also changes fractions and numbers. E. $\frac{3}{4}$, 31st

To choose which options you want, open the **Tools** menu and choose **AutoCorrect** and then click the **AutoFormat As You Type** tab. To cancel, click the arrow on the Auto Correct Opt button and choose Undo Automatic Numbering.

Helpful Word Features

- Auto Text
- AutoComplete
- Automatic Spell Checking

AutoText inserts frequently used text. Used to store frequently used text, such as a name, address or slogan. Use the built-in entries or create your own.

To insert an entry, open the **Insert menu** and choose **AutoText**. A submenu appears listing categories of common **Auto Text** entries, Hovering on one of these items opens another submenu with the choices you can insert in your document.

To create your own entry, open **Insert menu**, choose **AutoText** and then **AutoText** from sub-menu. The **Auto Correct** dialog box appears with the **AutoText** tab displayed.

Key your entry and click **Add**. You can also add an entry to your document, delete an entry, or display the AutoText toolbar using this dialog box.

AutoComplete guesses words as you are keying from the first

	<p>few letters, and then suggest the entire word. E.G. key <i>Febr</i>, the word <i>February</i> appears in the ScreenTip above the insertion point. To accept, press enter To ignore keep keying. [days, months, current date as well as your entries.]</p> <p>Automatic Spell Checking: identifies misspellings and words not in dictionary by underlining with a wavy red line. To correct position pointer on the word and click with the right mouse button. A shortcut menu appears with a list of correctly spelled words. Click with left mouse button the suggestion that you want and it replaces the misspelled word. To turn on and off: Tools, Options, Spelling & Grammar tab Click OK.</p>
<p style="text-align: center;">Helpful Word Features</p> <ul style="list-style-type: none"> • Automatic Grammar Checking • Inserting the Date and Time • Using the Thesaurus • Inserting Symbols 	<p>Similar to spell checker, automatic grammar checking checks your document for grammatical errors. It underlines mistakes with a wavy green line.. To see them right click the word or phrase. Choose a suggestion from the shortcut menu, or choose Grammar to learn more about the particular grammar error that has been identified. AS before you can choose this feature or not through Tools, Options and Spelling & Grammar in the Options box. Click those you want activated.</p> <p>Check with students if they understand the operation intent.</p> <p>Inserting the Date and Time: Choose, Tools, Options, Date & Time and choose the format from the menu. If you want the date to remain constant don't check box at bottom. If you want an automatic update, e.g. for regular reports, check it.</p> <p>Using the Thesaurus: Useful for finding a synonym. For some words it also lists antonyms, to express your message and avoid using the same word repeatedly. Select the word by highlighting. Go to Tools, Language, Thesaurus and select. If you want to replace your original word, cut and paste.</p> <p>Inserting symbols: Go to Insert menu, choose symbol. Select the one you want and hit insert</p>
<p style="text-align: center;">Formatting Text</p> <ul style="list-style-type: none"> • Changing Font Style • Changing Font Size • Changing the Color of Text 	<p>Once you have keyed text into your document, Word provides many useful tools to change the appearance of the text to make an impact on the reader. Arranging the shape, size, type and general makeup of a document is called formatting. You can use the Format command from the Menu bar or the buttons on the Formatting toolbar.</p> <p>Font: Go to Format command and click on Font and the dialog box appears. Select <i>font, font style, size etc.</i> OR using the font box, click the arrow at the right and scroll to the font of your choice and click it. You can choose at the beginning of each document or highlight portion you wish to change.</p> <p>Style, bold, italic, underline. These styles can be applied to any font. They are generally on the formatting bar. Click to put in place and click again to undo.</p> <p>If not there click on arrow at the right of the line and add symbol.</p> <p>Change font Style. The easiest way to change font style is to select the text and click the Bold, Italic, or Underline buttons on</p>

	<p>the formatting toolbar. To undo click the style again.</p> <p>Change font size. In the same way click on size shown on formatting tool bar or go through Format menu. If the size you want does not appear, key it in where the number appears and press Enter.</p> <p>Change the Color of Text: Select text, click arrow on the font color button Choose color.</p>
<p style="text-align: center;">Helpful Word Features</p> <ul style="list-style-type: none"> • Changing Underline Style and Color • Changing Font Effects • Highlighting • Copying Format and Style • Applying Styles • Character Spacing 	<p>To change underline style and Color, go to Format menu, Font dialog box, choose an underline style and color by clicking the arrows next to the Underline style box.</p> <p>To change Font Effects: Format menu, Font, Font effects and select.</p> <p>Highlighting: Select item and click the arrow next to the Highlight button on formatting toolbar. Choose the color you want from the palette. If the button is already the color you want, click it and then select the text or graphics to be highlighted.</p> <p>Copying Format and Style To paste format and style from one paragraph to another in a document use the Format Painter button. Highlight the paragraph with the desired formatting click on Painter and then select the text you want to format.</p> <p>Applying Styles: Style is a predefined set of formatting options that have been named and saved. You can change this by going to Format on the menu bar and selecting changes. <u>To clear a style</u> from text, select the text to be cleared. Click the arrow on the Style box on the Formatting toolbar and click Clear Formatting on the submenu. You can also click Clear Formatting in the Styles and Formatting task pane.</p> <p>Character Spacing. This controls the amount of space between each letter. To change character spacing, Highlight text; go to Format menu and choose Font. Click character Spacing tab and enter spacing desired.</p>
<div style="background-color: yellow; padding: 10px; border: 1px solid black;"> <p style="color: red; font-family: cursive;">Handouts for Lesson 3, November 25, 2009 Colette Mc Nally</p> </div>	