

# Microsoft Word

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# Working with Text

- Definitions:
- A **word**: group of connected letters.
- A **sentence**: group of words between two dots.
- A **line**: row of words
- A **space**: location without a letter
- A **paragraph**: a group of sentences and lines, starts with (enter) and ends with (ends).
- A document: a workspace contains at least one of the above.

# Working with Text

- **Adding Text**
- When a blank document is opened, the **insertion point** (blinking cursor) appears. As you type, the insertion point moves to the right and the typed characters appear to the left. As the end of a line of text is reached, the text automatically wraps to the next line; this feature is called **word wrap**. When **Enter** is pressed on the keyboard, the cursor jumps to the next line.
- **Editing Text**
- To insert new text into a Word document, position the mouse pointer (it should be an **I-beam**) at the point where the text is to be inserted and click. Once the cursor is in place, begin typing.
- To delete text, select the text by clicking the mouse and dragging until it is highlighted and press the **Delete** or **Backspace** key on the keyboard.
- ☐ The **Delete** key can also be used to delete the text one character at a time. Each time it is pressed, the character or space directly to the *right* of the blinking cursor is deleted.
- ☐ The **Backspace** key works much in the same way, only it deletes the character directly to the *left* of the blinking cursor.

# Working with Text

- **Selecting Text**
- **Selecting** is also called **highlighting** because the program highlights the text to show what's being chosen. **Selecting** text allows changes to be made to it. Once selected, text can be changed in a variety of ways. You must Select It to Effect It.
- As mentioned previously, text can be selected with the keyboard or the mouse.
- To select text using the arrow keys on the keyboard:
  - 1. Position the blinking cursor next to the text to be selected
  - 2. Hold down the Shift key
  - 3. Use the arrow keys to select the text before or after the cursor
- To select with the mouse:
  - 1. Position the I-beam at the beginning of the text
- **November 2019 8**
  - 2. Click and hold the mouse button down
  - 3. Drag the mouse over the text until the text is highlighted
  - 4. Release the mouse button

To Select This	Do This
A word	Double-click the word.
A line	Click in the left margin next to the line.
Some lines	Drag the mouse pointer over the lines or drag it down the left margin.
A sentence	Ctrl+click the sentence.
A paragraph	Double-click in the left margin next to the paragraph.
A mess of text	Click at the start of the text, hold down the Shift key, and click at the end of the text.
A gob of text	Put the cursor where you want to start selecting, press F8, and press an arrow key, drag the mouse, or click at the end of the selection.
Text with the same formats	On the Home tab, click the Select button and choose Select Text with Similar Formatting (you may have to click the Editing button first).
A document	Hold down the Ctrl key and click in the left margin; triple-click in the left margin; press Ctrl+A; or go to the Home tab, click the Select button, and choose Select All (you may have to click the Editing button first).

# Working with Text

- To select portions of text that are **noncontiguous** (not right next to each other):
  - 1. Select the first portion of text using one of the methods above
  - 2. Hold down the **Ctrl** key on the keyboard while selecting the next portion of text
- To select one full line of text:
  - 1. Move the cursor into the left margin until the I-beam changes to an arrow
  - 2. Position the arrow in front of the line to be selected and click once
- To select an entire paragraph:
  - 1. Move the cursor into the left margin until the I-beam changes to an arrow
  - 2. Position the arrow at the top line of the paragraph to be selected
  - 3. Double-click in the left margin
- To select all of the text in the document, choose one of the options below:
  - ☐ Go to the **Home** tab → **Editing** group → **Select** → **Select All**
  - ☐ Move the cursor into the left margin; when the I-beam changes to an arrow, triple-click the mouse
  - ☐ Use the keyboard shortcut **Ctrl + A**

# Working with Text

- **Moving and Copying Text**

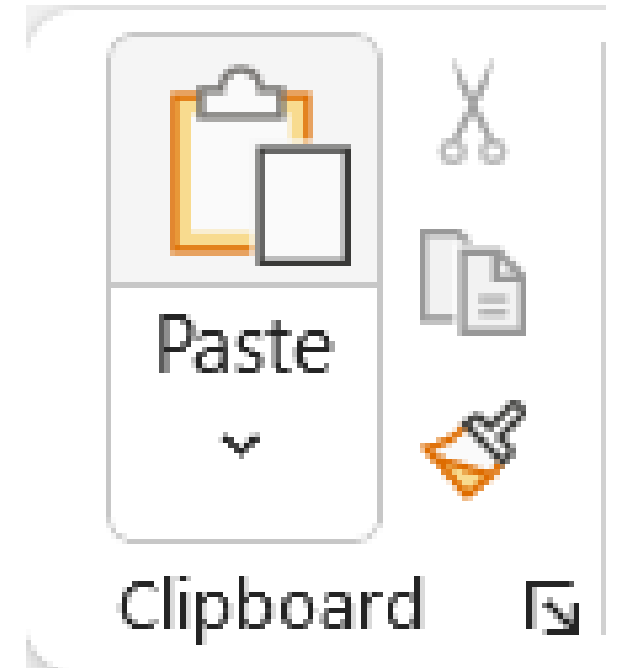
- There are several ways to **move** and **copy** text in a Word document.

- *Drag and Drop*

- 1. Select the text to be moved
- 2. Click on the selected text and hold down the mouse button
- 3. Drag the text to the new location
- 4. Release the mouse button

- Word indicates that it is moving text with a small rectangle that represents the selected text below the arrow.

- *Cut, Copy, and Paste*



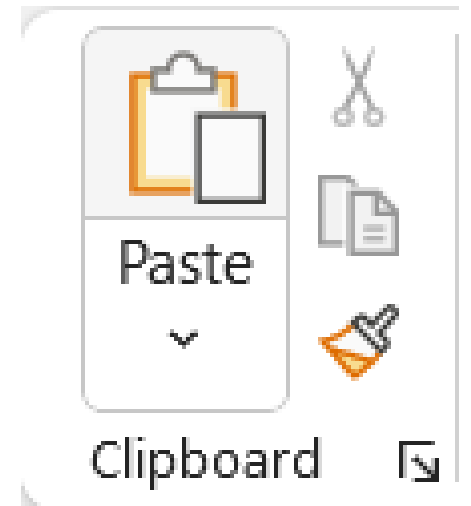
# Working with Text

- To move or copy a large amount of text or to copy text from one document or one program to another, cut and paste (or copy and paste) is the best method.
- Cutting and pasting or copying and pasting always consists of two separate steps.
- ☐ **Cutting and pasting** (i.e. **moving** text) removes the text from its original location and puts it in a new location specified by you
- ☐ **Copying and pasting** leaves the original text in its location and puts an exact copy of it in a new location specified by you
- Most people refer to either of these tasks as “copying and pasting.”
- Cutting, copying, and pasting can be performed using Ribbon commands or keystroke combinations.



# Working with Text

- The **clipboard**, also known as **pasteboard**, is a location on a computer, phone, or tablet [memory](#) that temporarily stores [cut](#) or [copied](#) text or other data. Once something is stored in the clipboard, it can be [pasted](#) to a new location as much as needed. The clipboard holds its information until you cut or copy something else or log out of the computer.
- Using the Ribbon commands in the **Clipboard group** on the **Home tab** to cut and paste text:
  - 1. Select the text to be moved
  - 2. Click on the **Cut** icon (scissors)
  - 3. The selected text disappears from its former position and is stored in
    - a virtual location called the **clipboard**; once the text is stored to the
    - clipboard, it can be placed in a new location in the same document
    - or in a different document by using the paste command
  - 4. To paste the text that has been cut, click the **Paste** command
- The text can be copied instead of cut by using the **Copy** command during Step 2, which looks like two pieces of paper stacked on top of one another.
- Keystroke combinations on the keyboard can also be used to cut, copy, and paste:
  - ☐ **Ctrl + X** = cut
  - ☐ **Ctrl + C** = copy
  - ☐ **Ctrl + V** = paste



# Working with Text

- **Undo Button**
- On the **Quick Access toolbar**, which appears just above the ribbon tabs, is an icon with a blue arrow pointing to the left is the **Undo button**.
- If you do something in your document that you want to undo, go to the Quick Access toolbar and click on the Undo button; the program reverses the most recent command. Keep clicking the Undo button, and Word reverses your actions step by step.
- The keyboard shortcut for undo is **Ctrl + Z**.



# Formatting Text



- **Formatting a Document**
- The appearance of text can be changed in various ways. It is possible to change existing text or set up options that will be used for future text that you type. With after-the-fact editing, which is typically easier, the first step is selecting the text.
- **Changing Fonts**
- A computer **font** is a specific, preset type style. Most word processing programs contain many fonts. Changing the font can radically alter the appearance of a document. While fonts can be fun to play with, too many fonts in one document make a document look cluttered and hard to read. Some fonts, by their nature, are better for simple, short documents.
- To change the font:
  - 1. Select the text to be changed
  - 2. Go to the **Home** tab → **Font** group → **Font down arrow** and select a new
- font from the list
- The names are written in their font style. Word also previews the font in the document as the mouse is moved over the font names.

# Formatting Text

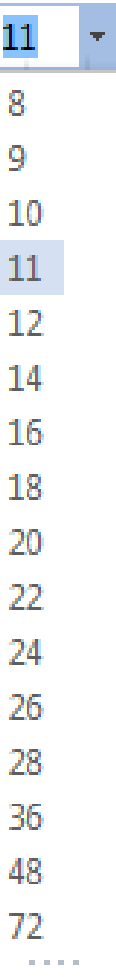


- **Times New Roman** is the common default for many word processors. The default font for Word 2019 is **Calibri**, and this document is done in **Arial**. Beware of script fonts like *Kunstler Script* when creating documents like resumes. Elegant fonts that are perfect for wedding invitations are disastrous for resumes or formal business letters.
- Certain fonts may not display properly if a document is sent to someone else or the file is opened on a different computer, because not all computers have all fonts installed on them. If that happens, the original font is automatically replaced with another font.
- The font color can be changed as well through the **Home** tab → **Font** Group → **Font Color** command. Fonts that appear in colors other than black on the monitor print out black or gray on a standard black & white printer.

# Formatting Text



- **Text Size**
- One of the simplest ways to change the appearance of text is to vary its size. On the Home tab is the **Font group**. The second box from the left contains a number that refers to the point size of the text. The actual size of the text also depends on the **Font** being used.
- **12-point** text is the most commonly used size for documents. **10-point** text is slightly smaller; **14 point** is slightly larger. **11 point** is the default for Word 2019.
  - This is 10-point Arial text.
  - This is 14-point Arial text.
  - This is 20-point Arial text.
- To change the text size, select the existing text to be changed and click the downward pointing arrow beside the font size box and choose a number. Word provides a preview of what the new size looks like before it is chosen.



# Formatting Text

- **Text Style**
- Another way to alter the look of text is by using the bold, italic, or underline features. First, select the text to be changed.
- ☐ To **bold** text, click the **B** button under the font name in the Font group (**Ctrl + B**).
- ☐ To *italicize* text, click on the **I** button to the right of the B button (**Ctrl + I**).
- ☐ To underline text, click on the **U** button to the right of the I button (**Ctrl + U**).
- These styles can be applied alone or in combination. ***They can even be used all at once.***
- As long as one of these buttons is toggled on, any new text that is typed applies that feature. To turn the feature off, click the button again.
- **NOTE:** When text is selected, the **Font Box** appears as a “ghostly” image that becomes solid as the cursor is moved over the box. The font box saves you from having to move the mouse up to the Ribbon in order to makes basic changes to the text.

# Formatting Text

- Any of these formatting changes can also be made by clicking on the **Font dialog expander** in the Font group, which opens the **Font dialog box**.
- The options in this dialog box enable changes to be made that are available on the tool bars in addition to even more options.

