

Lesson 13

Editing and Formatting documents

**Computer Literacy
BASICS: A
Comprehensive Guide
to IC³, 4th Edition**

Objectives

- Delete and insert text using Backspace, Delete, Insert, Overtyping modes.
- Undo, redo, and repeat actions.
- Edit text using drag-and-drop editing and the Cut, Copy, and Paste commands.
- Find and replace text.
- Use proofing tools to check and correct spelling and grammar, and use research services.

Objectives (continued)

- Change the character format.
- Format paragraphs with line spacing, alignment, tabs and indents, and bulleted and numbered lists.
- Format documents with margin settings, page orientation settings, and page breaks.

Vocabulary

- alignment
- Clipboard
- drag-and-drop editing
- edit
- first line indent
- font
- format
- Format Painter
- hanging indent
- incremental search
- indent
- landscape orientation
- manual line break
- manual page break

Vocabulary (continued)

- margins
- points
- portrait orientation
- select
- soft page break
- wildcard character

Editing Documents

- When you edit a document, you modify or adapt the document and make revisions or corrections.
- **Selecting Text**
- When you select text, you identify a block of text you want to edit.
- The quickest way to select text using the mouse is to click and hold the mouse button, drag the mouse pointer over the desired text, and then release the mouse button.

Editing Documents (continued)

TABLE 13-1 Ways to select text

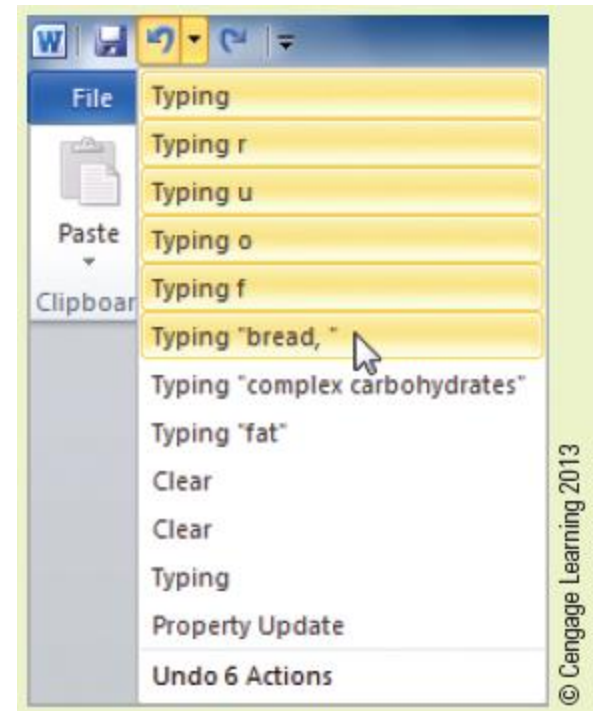
TO SELECT	DO THIS:
Any amount of text	Click and hold the mouse button, drag the mouse pointer over the text, and then release the mouse button
A word	Double-click the word
A sentence	With no other text or objects selected, press and hold Ctrl, and then click anywhere in the sentence
A paragraph	Triple-click anywhere in the paragraph or Double-click in the blank space to the left of the paragraph
An entire document	Press Ctrl+A or Move the mouse pointer to the left of any text, and when the mouse pointer changes to a right-pointing arrow, triple-click
A line	Click in the blank space to the left of the line
Multiple lines	Click and hold the mouse button, and then drag the mouse pointer in the blank space to the left of the lines
One or more characters to the right or left	Press and hold Shift, and then press the right or left arrow key
The end or the beginning of a word	Press and hold Ctrl+Shift, and then press the right or left arrow key
Any amount of text (Click-Shift-Click)	Click where you want the selection to begin, press and hold Shift, and then click where you want the selection to end; everything between the two clicks is selected or Position the insertion point where you want the selection to begin, press F8 to toggle on the select mode, and then use the arrow keys or the mouse to indicate where you want the selection to end (If you don't execute a command such as Delete or applying a format, press Esc to toggle the selected mode off)

Editing Documents (continued)

- **Deleting and Inserting Characters**
- The Backspace key deletes the character to the left of the insertion point.
- Delete removes the character to the right of the insertion point.
- By default, Word enters text using Insert mode. You enter text in front of existing text, and the existing text shifts to the right.
- In Overtyping mode, new text replaces existing text.

Editing Documents (continued)

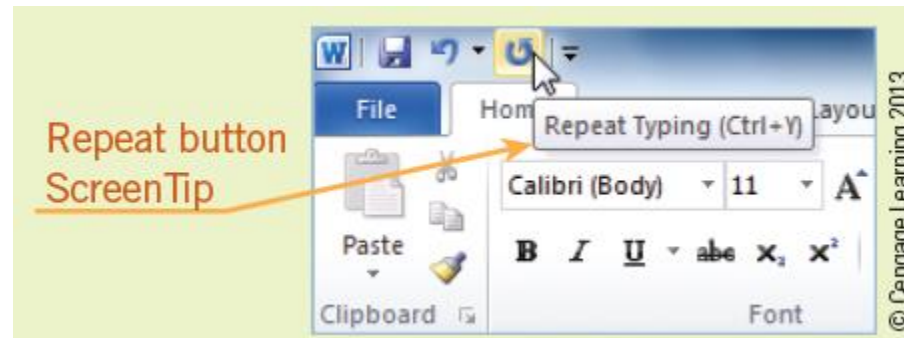
- **Undoing, Redoing, and Repeating**
- If you want to reverse an action, you can use the Undo button.
- If you change your mind, you can reverse the undo action by using the Redo command.
- You can undo and redo multiple actions at a time.



© Cengage Learning 2013

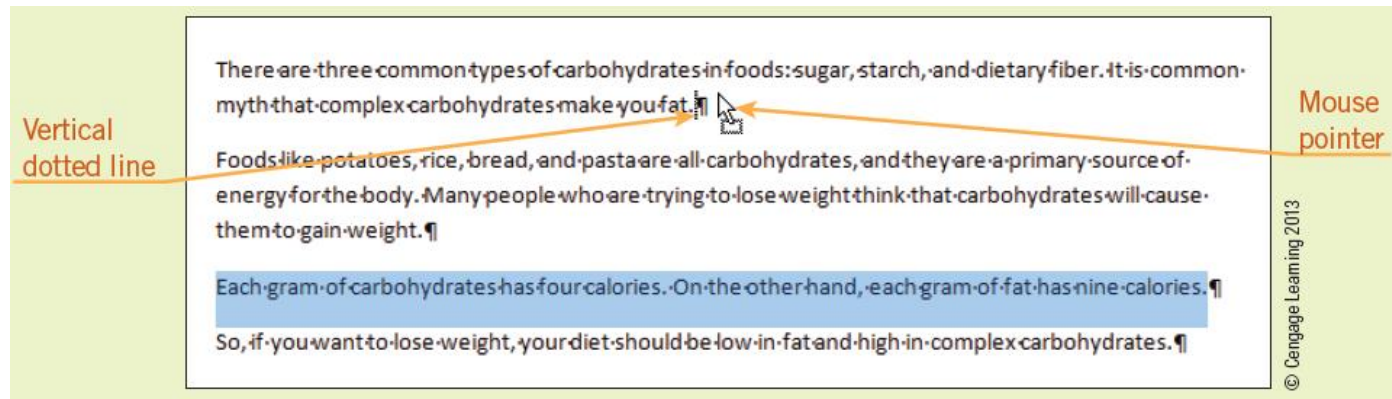
Editing Documents (continued)

- **Undoing, Redoing, and Repeating (continued)**
- You can use the Repeat command to repeat your last action.
- The Undo, Redo, and Repeat buttons can be accessed on the Quick Access Toolbar.



Editing Documents (continued)

- **Copying and Moving Text**
- When you use the mouse to drag selected text from the existing location and then drop the selected text in a new location, it is called drag-and-drop editing.

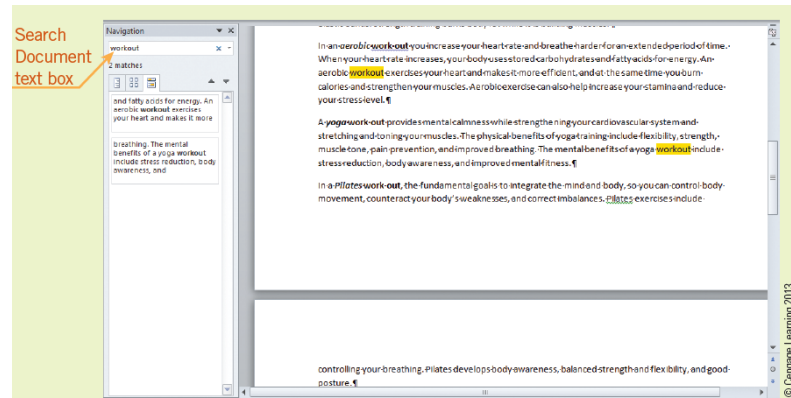


Editing Documents (continued)

- **Copying and Moving Text (continued)**
- You can also use the Cut, Copy, and Paste commands to move and copy selected text.
- When you use the Cut, Copy, and Paste commands, Word uses the Clipboard as a temporary storage place in your computer's memory.
- The Clipboard can store data of all Office types, and that data can be inserted into the same document, other documents, or files in other applications.

Editing Documents (continued)

- **Finding Text**
- The Find command can be accessed in the Navigation Pane to identify all occurrences of the search words.
- Word uses an incremental search. As you begin typing the characters to search for, Word highlights the matches for the character string in the document.

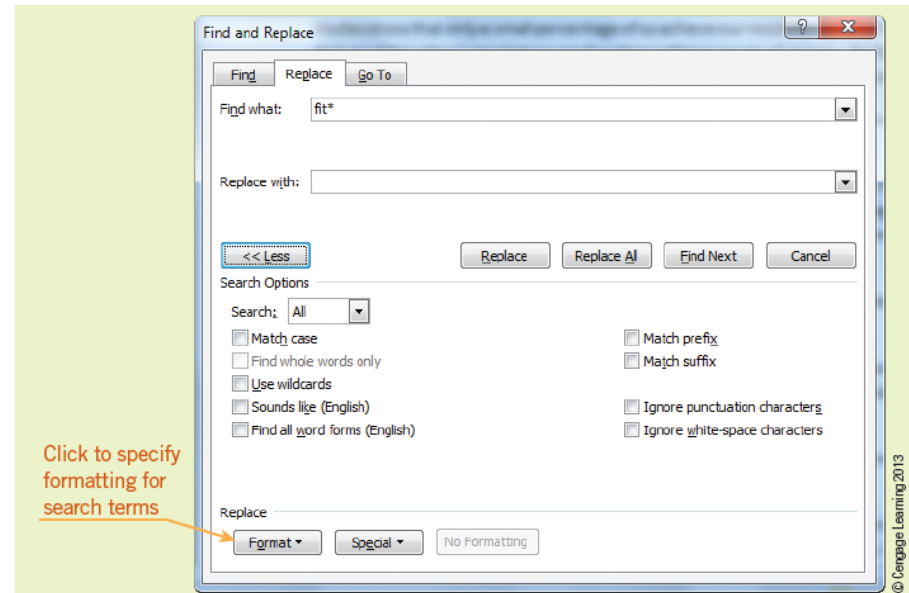


Editing Documents (continued)

- **Finding Text (continued)**
- You can further define the search to find matches for whole words only, or you can search for all occurrences of a specified format in the document, such as all text formatted bold and italic.
- If you are looking for variations of text, you can use a wildcard character, a keyboard character used to represent one or more characters in a search.

Editing Documents (continued)

- **Replacing Text**
- When you need to replace or reformat multiple occurrences of the same text, you can use the Replace command. The replacements can be made individually, or all occurrences can be replaced at once.



Using the Proofing Tools

- As you enter text, Word checks the spelling of each word against its standard dictionary. If Word cannot find the word in its dictionary, it will underline the word with a wavy red line.
- Possible grammar errors are identified with a wavy green line below a word, phrase, or sentence.
- You can access a shortcut menu to view suggestions for changes.
- AutoCorrect corrects errors as you enter text.
- AutoComplete suggests the spelling for frequently used words and phrases.

Using the Research Tools

- The commands in the Proofing group on the Review tab provide you quick access to several resources including dictionaries, a thesaurus, translation services, and research Web sites.
- The Word Count command provides statistics about your document that include the number of pages, sentences, lines, and characters as well as how many words are in your document.



Formatting Documents

- When you format a document, you change the appearance of the text or of the whole document.
- Word offers a number of formats:
 - Font styles, text color, and underline are examples of character formats.
 - Paragraph formats include alignment, tabs, and line spacing.
 - Document formats apply to an entire document.

Formatting Documents (continued)

- **Applying Character Formats**
- A font is the design of the typeface in your document.
- The size of the font is measured in points.
- Change the appearance of fonts using the command buttons in the Font group on the Home tab.



Formatting Documents (continued)






- **Applying Paragraph Formats**
- Paragraph formats include adjusting the blank space between lines of text, aligning text, setting tabs and indents, and adding bullets and numbering.
- Most of the paragraph formats can be applied using the command buttons in the Paragraph group on the Home tab.



Formatting Documents (continued)

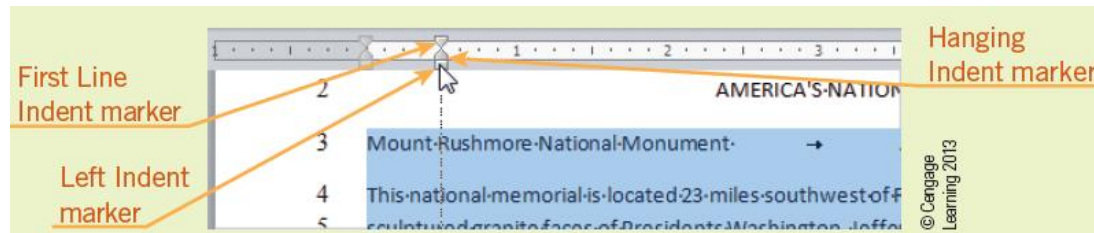
- **Setting Tabs and Indents**
- Default tabs are set at every half inch.
- You can set custom tabs at other locations.
- There are four alignment options and a vertical bar for tabs.

TABLE 13-2 Options for tab settings

TAB SETTING	DESCRIPTION
 Left tab	This is the default tab style. When you begin to enter text at the tab, the text is aligned on the left and extends to the right.
 Center tab	Text is aligned evenly on either side of the tab position.
 Right tab	Text is aligned on the right and extends to the left.
 Decimal tab	Numbers with decimals are all aligned at the decimal point, and text aligns on either side of the tab. A decimal tab can be used to align numbers or text.
 Bar tab	This setting does not position the text, but a vertical bar is displayed in the paragraph at the tab position. If the tab is formatted for multiple paragraphs, the vertical bar is displayed in all the paragraphs to create a vertical line along the column of text or numbers.

Formatting Documents (continued)

- **Setting Tabs and Indents (continued)**
- An indent is a space inserted between the margin and where the line of text appears.
- In a first line indent, the first line of each paragraph is indented.
- A hanging indent is where the first line of text begins at the left margin, and all other lines of the paragraph hang, or are indented, to the right of the first line.



Formatting Documents (continued)

- **Formatting Bullets and Numbers**
- Bullets are used to list items when order does not matter—an unordered list.
- Numbered lists are used to identify steps that should be completed in a specific order—an ordered list.
- Bulleted and numbered lists are automatically formatted with a hanging indent.

Formatting Documents (continued)

- **Applying Document Formats**
- Document formats include layout settings such as margins, page orientation, paper size, and page breaks.
- Portrait orientation formats the content of the document with the short edge of the page at the top.
- Landscape orientation formats the content of the document with the long edge of the page at the top.

Formatting Documents (continued)

- **Applying Document Formats**
- When you fill a page with text or graphics, Word automatically begins a new page by inserting a soft page break.
- You can also break pages manually by inserting a manual page break, which forces a page break at a specific location, regardless of how much text or graphics are on the page.

Using Format Painter

- The Format Painter copies and applies font and paragraph formatting as well as some basic graphic formatting, such as borders, fills, and shading.

Summary

In this lesson, you learned:

- When you add text while in Insert mode, the new characters are inserted between existing text. When text is entered in Overtyping mode, the new text replaces existing text.
- The Undo, Redo, and Repeat commands make editing easy when you make mistakes, change your mind, or repeat actions.

Summary (continued)

- Selected text can be copied or moved from one location in a Word document to a new location in the same document, to a different Word document, or to another application.
- When you use the Cut, Copy, and Paste commands, Word stores the selected text on the Clipboard.

Summary (continued)

- The Find command and the Navigation Pane make searching for text easy and efficient. The Replace command can replace multiple occurrences of search text automatically.
- Options can be enabled so that Word checks spelling and grammar as you enter text.
- Font styles, text color, and underline are examples of character formats, and you can apply multiple character formats at the same time.

Summary (continued)

- Formatting a paragraph for left, center, right, or justified alignment positions the text appropriately between the left and right margins.
- You can use the ruler to format tabs and indents.
- The Bullets and Numbering feature automatically adds and formats bullets and numbers in lists.
- The page orientation determines how the document is printed on the page. Adjusting the margins affects the blank space around the edges of the page.

Summary (continued)

- Several sources of help are available including application Help features, assistance from others, books and manuals, and online help.