Some additional editing commands. (pretty basic)

**Insertion** - move to correct position and just start typing

**Deletion** - move to character(s) you wish deleted and press delete on keyboard.

If you wish to delete more than a few characters, ex: word, sentence, paragraph, there are commands that can help you.

- Move cursor to beginning of word Ctrl + Delete removes entire word.

  OR

- Cursor to end of word Ctrl + Backspace Removes previous word

A better method of choosing text for some operation is by selecting it. When we select text, it is highlighted and can be operated on as a whole.

It is done by dragging mouse over text with left button depressed.

You may also control what is to be selected by the following:

- Place cursor over a word in the paragraph
  - Double click L selects word
  - Triple click L selects paragraph

- Click open space to left of line selects line
  - Double click here selects paragraph
  - Triple click whole document

- CTRL and click on word selects sentence (as opposed to line)

- Drag on space left select as many lines as you like.

Occasionally, you might delete too much; can we get it back? YES, with the UNDO command.

Take a look at the "Undo button on std toolbar"

Sequential clicking will undo operations you have done in reverse order, i.e., last done, first undone. Part lists the operations you have done -- drop down menu

If you delete, then restore something and then find you want to delete it again, you can use redo on the std tool bar

This command will be dimmed and unusable until you perform an action (undo) that can be redone.
These commands can also be found under the **EDIT** pull down menu.

Finally, to select text from wherever you are, all the way to the end -

Press **Shift** + **Ctrl** + **END**

If you are working on a network, it may be important to document your file

**FILE**

**PROPERTIES**

- General **TAB** - creation, modification size

- SUMMARY - title, subject, author, etc. comments

- STATISTICS - info about usage and size (word count, etc.

**Formatting**

When you turn on word or start a **new** document, in std toolbar or **FILE** NEW, a template is loaded which contains certain assumptions about the margins, paper size, font, etc. We can change these before starting a document or any other time (using the selection criteria we learned about). These are called the default settings and the template is called **NORMAL.DOC**.

Let’s see how to set these.

**FILE**

**PAGE SETUP**

The first tab is **MARGINS** – to change use the spin box controls or just type in a margin—demonstrate. The **preview** area will show you what is happening to the document. The **apply** to says where to do it—either whole document or from this point forward.

The paper size tab shows what paper you want to print on. **Std** is letter 8 ½ x 11 - **show other options**.

You can even set custom sizes for oddball paper shapes you might have—if the printer can handle them.

- Portrait
- Landscape

**Orientation can be chosen**

**Paper source** refers to printer—multiple tray

**Layout** is for longer reports in sections, headers and footers (later) adding line numbers, etc.

**NOTE:** page setup will not affect what you see on the screen unless you are in page layout view.

< go to PAGE LAYOUT>
To make it easier to see in this view there is a ZOOM COMMAND VIEW ZOOM – demonstrate on the ZOOM ICON at end of std toolbar....show.

Character formatting – select the type face, font size and attributes for text. Commands from FONT DIALOG box, formatting toolbar and same key combinations.

**FORMAT** - pulldown menu

**FONT**
- Selects font
- style also shows preview
- size
- underlines and color effects

Size and style usually set from formatting toolbar at beginning of document can be changed anytime.

- **B** bold }
- **I** italics } from formatting toolbar
- **U** single underline }

**CTRL** **Shift** **d** double underline
**CTRL** **Shift** **w** underline to words only (not default)

Color highlighting – best with color printer
Changes font color

Some other handy ones.

- **CTRL [** decreases point size by 1
- **CTRL ]** increase by 1
- **CTRL =** subscript
- **CTRL Shift =** superscript
- **CTRL spacebar** back to normal
(demonstrate these above 3 commands)

Paragraph formatting - line spacing and indents

Line spacing is set from the paragraph dialog box.

**FORMAT** paragraph

**Shortcuts**

- **CTRL 1** single space
- **CTRL 2** double space
- **CTRL 5** 1.5 spacing

**Line Spacing**

- **AT LEAST** set min space from line to line, may get larger with larger fonts
- **EXACTLY** absolute set, parts of letters may be cut off
- **MULTIPLE** 3 set triple spacing 0-132 range
This box also allows you to set the indents for paragraphing. Default, left and right indents are 0.
Paragraph aligned to margin. Setting an indent value would indent each line in paragraph so many inches.

To indent only the first line
Special FIRST LINE By box shows .5" indention

first line indention marker.

__________________________ ruler (can be dragged)

This will set the indent for this paragraph only. Quicker to use TAB at the beginning of each paragraph.

You may change or set the spacing between paragraphs. Place a value in BEFORE or AFTER (not both).

Setting Tabs

Tabs are stopping points along a horizontal line where you can align text or numbers.

Word places a default tab every ½". You can place them wherever you wish.
Used for
1) left tabs – text begins at tab stop and moves right
2) right tabs – text begins at tab and moves left
3) center tabs – text moves to right or left alternating from center
4) decimal tabs – rows of numbers align on the decimal points
5) bar tabs – draws a vertical line

Tab marker - left side of ruler check to set one you want to use

    LEFT  
    CENTER } demonstrate use
    RIGHT  } (just click to place tab)
    DECIMAL }

After placement, tab can be moved by dragging it with the mouse.

Type your name on the left hand side & date and time on the right hand side of the header block with each assignment.