



# ***MICROSOFT WORD***



# Welcome to In2-Training

## *Delegate Information*

In-2 Training (UK) Ltd is a nationally authorised training and consultancy company with over 25 years experience of providing high quality training on a variety of platforms - Windows, Apple Macintosh. All our qualified Training Consultants have a high level of experience together with an in-depth working knowledge of each product they train on.

We hope you find the friendly, informal atmosphere helps you to relax and enjoy your training session. If you have any questions during the day, please do not hesitate to ask. We want you to gain the maximum benefit from your investment.

## *About this Manual*

This course manual is for you to keep and is intended as a reference so that it can be referred to during your daily work. Each section covers a different topic with easy to follow step-by-step instructions.

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# 2

# Editing a Document

**Lesson Time: 1 hour**

## Lesson Objectives

In this lesson, you will:

- Navigate through a document to find and select text.
- Modify selected text.
- Find and replace text.

## Lesson Introduction

You've examined the Microsoft® Word 2013 interface, and created your first document. It's typical for a document to undergo many changes before it's finalized. You'll often want to add more text, or delete text from your document. You may want to cut text, copy text from one document and paste it in another, or replace text. These fundamental techniques will help you get started with editing text in your documents.

# TOPIC A

## Navigate and Select Text

Once you've created and saved a Word document, you may find that some of the text in it isn't quite what you want, so you'll make some editing changes. When editing, it's handy to be able to move quickly through a document to find and select the text you want to change. Using appropriate navigation techniques will help you locate the text you want. Word provides various interface components for navigating through a document.

### Scroll Bars

You can use the scroll bars in the Word application window to navigate through a document. The horizontal scroll bar appears at the bottom of the window, just above the status bar, and allows you to scroll from left to right. The vertical scroll bar is located to the right of the document area, and allows you to move up or down within the document. You can use the arrows at the ends of either scroll bar to scroll incrementally through the document, or you can drag the slider within the scroll bar to navigate the document more quickly.

### Keyboard Navigation

In addition to using the scroll bars, you can move through a document using navigation keys on the keyboard. You can use navigation keys to move the insertion point by one character, a word, a line, a paragraph, or to the beginning or end of a document.



#### Note: Word Online App

It's important to remember that you are working in a browser window, so while many of the common keyboard shortcuts are available, there will be instances when the keyboard shortcut behaves differently than you expect. You can find a complete list of Word Online keyboard shortcuts by opening Word Online Help and then searching for "keyboard shortcuts."

### Text Selection

You can select text in a document by using the mouse, the keyboard, or a combination of both. You can select characters individually by highlighting them, or you can select entire paragraphs by simply clicking on any position within that paragraph. In addition, you can use the *selection bar*. The selection bar is a region on the left margin of a document that is used to select text. When you position the mouse pointer in the selection bar, the pointer changes from an I-beam to a right-pointing arrow. With the mouse pointer in the selection bar, you can then click to select and highlight a line, double-click to select and highlight a paragraph, or triple-click to select and highlight all content in the document.

You may decide to delete the text you've selected. If so, simply press **Delete**.

### Mini Toolbar

When text is selected, the **Mini** toolbar is displayed. It contains a subset of the commands available on the ribbon in an easily accessible **Mini** toolbar adjacent to the selected text.



**Note: Word Online App**

The techniques for selecting text in Word Online are basically the same as those used in Word 2013. However, the selection bar is not available in Word Online so you must use an alternate method to select multiple lines of text. Likewise, you cannot select non-connected areas of text in Word Online. The **Mini Toolbar** is available in Word Online.



Access the Checklist tile on your CHOICE Course screen for reference information and job aids on How to Navigate and Select Text.



# ACTIVITY 2–1

## Navigating and Selecting Text

### Data File

C:\091024Data\Editing a Document\Bit by Bit Fitness Draft.docx

### Scenario

You want to look through the Bit by Bit Fitness draft document so that you can start thinking about ways to improve it. You decide to navigate through the document first, to familiarize yourself with its content, and practice various selection techniques that will help you with future editing tasks.

1. From the C:\091024Data\Editing a Document folder, open **Bit by Bit Fitness Draft.docx**.
  - a) Select **FILE**→**Open**.
  - b) Select **Computer**.
  - c) Select **Browse**.
  - d) Navigate to the C:\091024Data\Editing a Document folder.
  - e) Select **Bit by Bit Fitness Draft.docx**.
  - f) Select **Open**.
2. Save the document in the current folder as **My Bit by Bit Fitness Draft.docx**.
  - a) Select **FILE**→**Save As**.
  - b) Select **Computer**.
  - c) Under **Current Folder**, select **Editing a Document**.
  - d) In the **File name** text box, position the insertion point to the left of the current file name.
  - e) Type **My** to name the file "My Bit by Bit Fitness Draft.docx."
  - f) Select **Save**.
3. On the vertical scroll bar, click the bottom arrow repeatedly to scroll until the first paragraph under **Why Choose Us?** is visible.
4. Use the selection bar to select the paragraph.
  - a) Place the mouse pointer in the blank area to the left of the first paragraph under **Why Choose Us?**.
  - b) Click and drag the pointer to select the text, or double-click to make the selection.  
The **Mini** toolbar is displayed when text is selected.
  - c) Click an area away from the selection to deselect the text.
5. Select text in the paragraph.
  - a) In the paragraph, double-click the word "believe" to select it.
  - b) Deselect the word.
6. Use the keyboard to navigate to the beginning of the next page.
  - a) Press **Ctrl+Page Down**.
7. On the second page, under **What We Offer**, select the text "Bite by Bite Café."



**Note:** You could click before the **B**, then press **Ctrl+Shift+Right Arrow** to select the text. Hold down the **Ctrl+Shift** and press **Right Arrow** four times.

- a) Click to the left of the first **B** in "Bite by Bite Café."

- b) Drag across the text "Bite by Bite Café."
  - 8. Press **Ctrl+Home** to navigate to the beginning of the document.
  - 9. Select all the text in the document.
    - a) Press **Ctrl+A**.
    - b) Click anywhere in the document to deselect the text.
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