



Microsoft[®]
Word 2019

Lab2

Work with and Edit Text

Select and Edit Text

The greatest advantage of using a word processor is how easy it is to edit text throughout a document. One quick and easy way to edit text is by selecting it and then typing over it to replace it.

Select Text

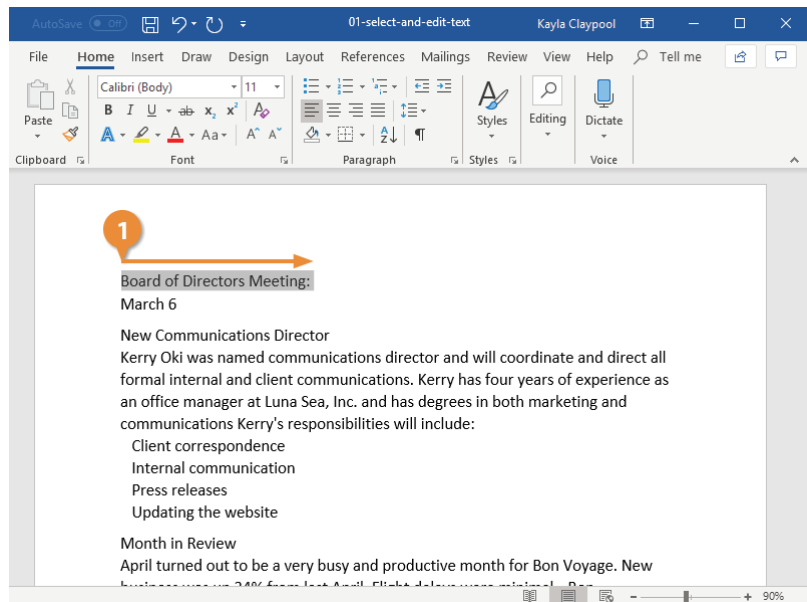
Selecting text is a very important skill in Word. Whenever you want to edit or format text, you first need to select it. There are multiple ways to select text, letting you select a small amount to entire paragraphs at once.

1 Click and drag across the text you want to select.

You can select any amount of text with this method, from a single character to your entire document.

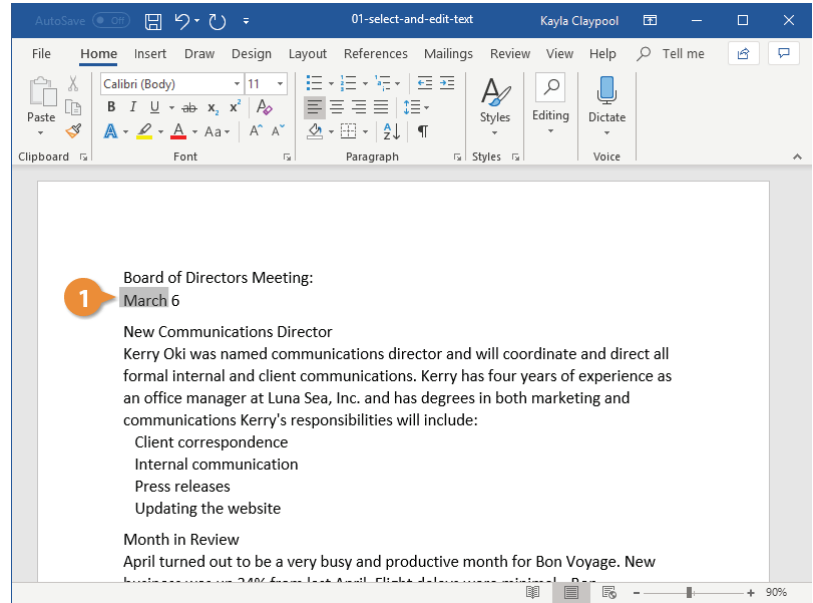
Here are some other ways to select text you'll find useful:

- Press and hold down the **Shift** key, and move the insertion point either with your mouse or the arrow keys to select text.
- Double-click a single word to select it.
- Triple-click in a paragraph, or double-click in the left margin next to a paragraph, to select it.
- Click in the left margin to select an entire line, or click and drag in the left margin to select multiple lines.
- Press **Ctrl + A** to select everything in the document.



Edit Text

- 1 Select the text you want to replace, then start typing the new text.



Cut, Copy, and Paste

You can move or copy text in a Word document by cutting or copying a selection and then pasting the text in a new location. You can cut, copy, and paste any item—like pictures, shapes, or tables—not just text.

Cutting or copying an item places it in a special area called the Clipboard, which stores data temporarily until it can be placed somewhere else.

Copy and Paste

Copying text lets you duplicate the selected text so it can be used somewhere else.

- 1 Select the text you want to copy.
- 2 Click the **Copy** button on the Home tab.

A copy of the selected text is placed in the Clipboard.

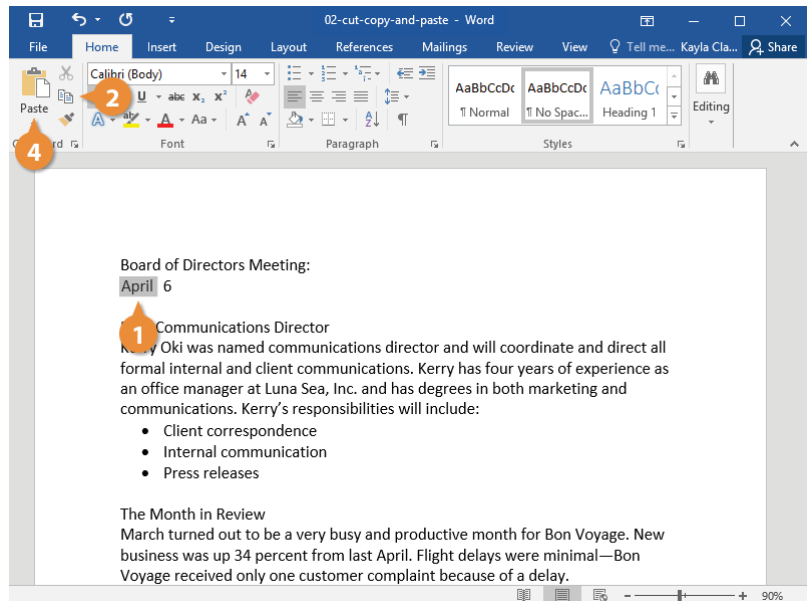
Shortcut: Press **Ctrl + C** to copy.

- 3 Click where you want to paste the text.

Tip: You can copy, cut, and paste text or other items within a document, between documents, or between programs.

- 4 Click the **Paste** button.

Shortcut: Press **Ctrl + V** to paste.



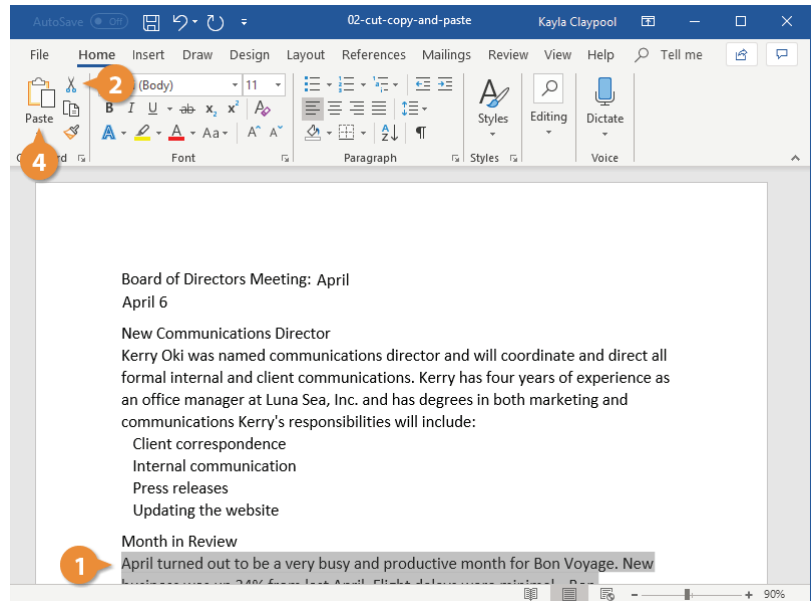
The text you copied is duplicated in the new location.

Cut and Paste

When you cut text, it is removed from its original location and placed in the Clipboard.

- 1 Select the text you want to cut.
- 2 Click the **Cut** button.
Shortcut: Press **Ctrl + X**.
- 3 Click where you want to paste the text.
- 4 Click the **Paste** button.

Shortcut: Select the text you want to move, then click and drag the selected text to where you want to place it. (Pressing **Ctrl** while moving will copy it.)



Undo, Redo, and Repeat

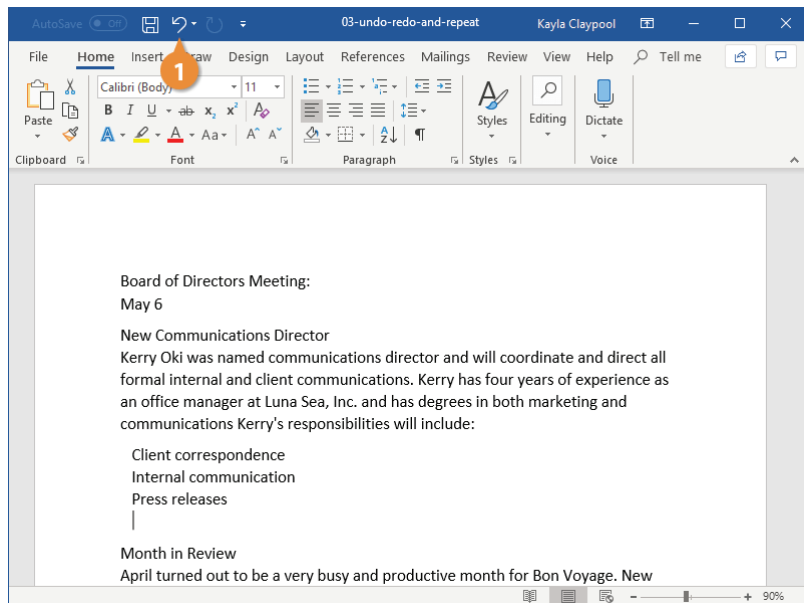
You don't need to be afraid of making a mistake in Word, because you can use the Undo feature to erase your actions. The undo, redo, and repeat commands are very useful for working with text in a document.

Undo a Single Change

- 1 Click the **Undo** button.

Shortcut: Press **Ctrl + Z**.

Your last action is undone. For example, if you had deleted an item and then decided you wanted to keep it after all, undo would make it reappear.



Undo Multiple Changes

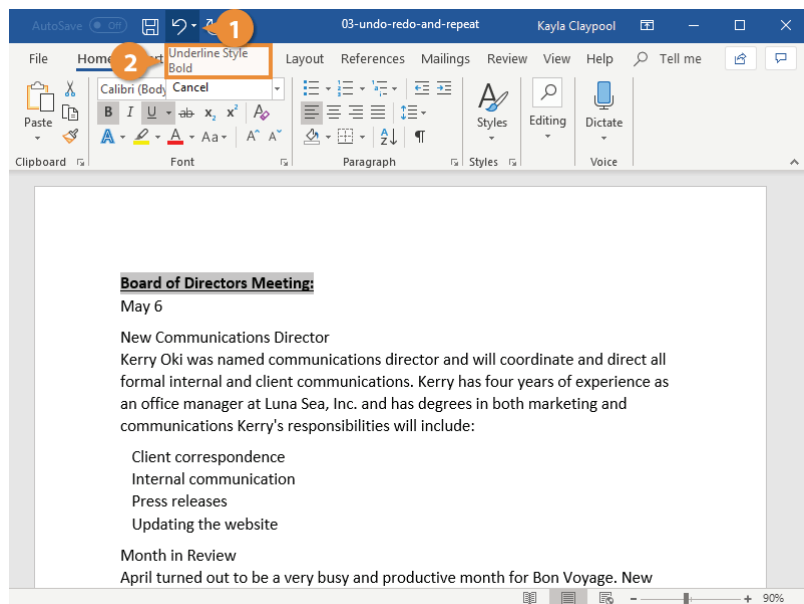
- 1 Click the **Undo** list arrow.

A list of recently-performed actions appears. To undo multiple actions, select the oldest command you want to undo. For example, to undo the last three actions, select the third action in the list.

- 2 Select a change to undo everything since that point.

The command you select and all subsequent actions are undone.

Tip: You can undo a nearly-unlimited number of actions in Word, even after saving the document. The undo history is cleared when the document is closed.



Redo

Redo is the opposite of undo: it redoes an action you have undone. For example, if you decide that you do, after all, want to delete an item that you have just brought back with undo, you can redo the action.

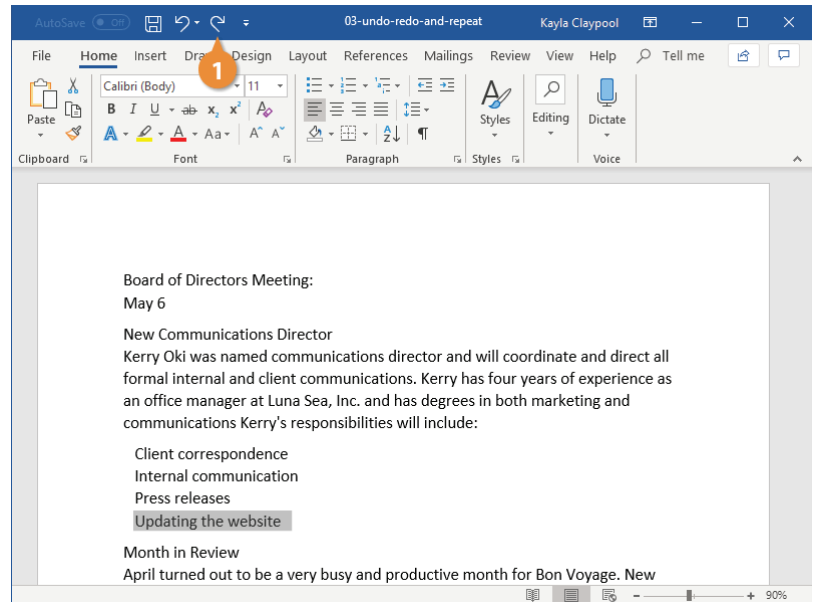
The Redo button is only available right after you've undone something. When Redo isn't available, the button is replaced by the Repeat button.

1 Click the **Redo** button.

Shortcut: Press **Ctrl + Y**.

The last action you undid is redone.

Tip: Click the **Redo** button multiple times to redo multiple actions.

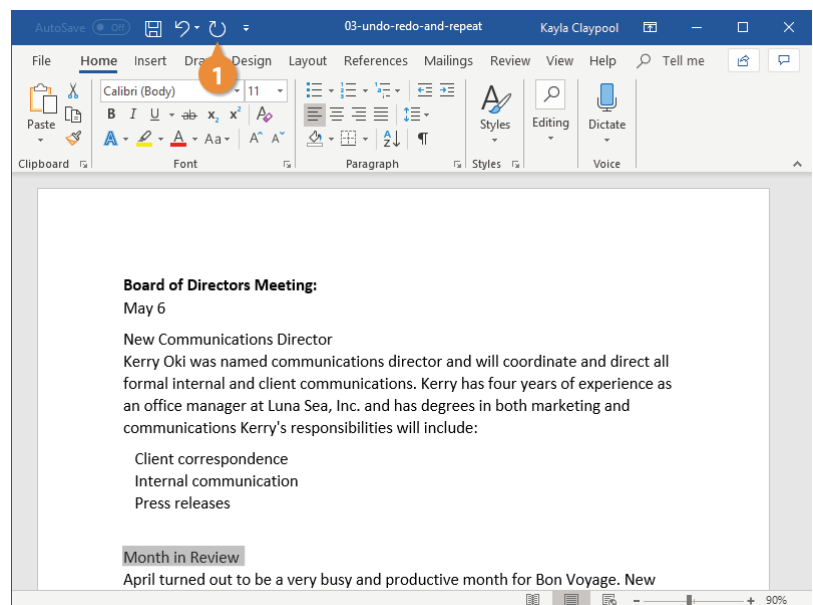


Repeat

Repeat is different from redo; repeat applies the last command to any selected text. For example, rather than applying bold formatting to multiple instances of text by clicking the Bold button repeatedly, you can repeat the bold command with the Repeat button or keystroke.

1 Click the **Repeat** button.

Shortcut: Press **Ctrl + Y**.



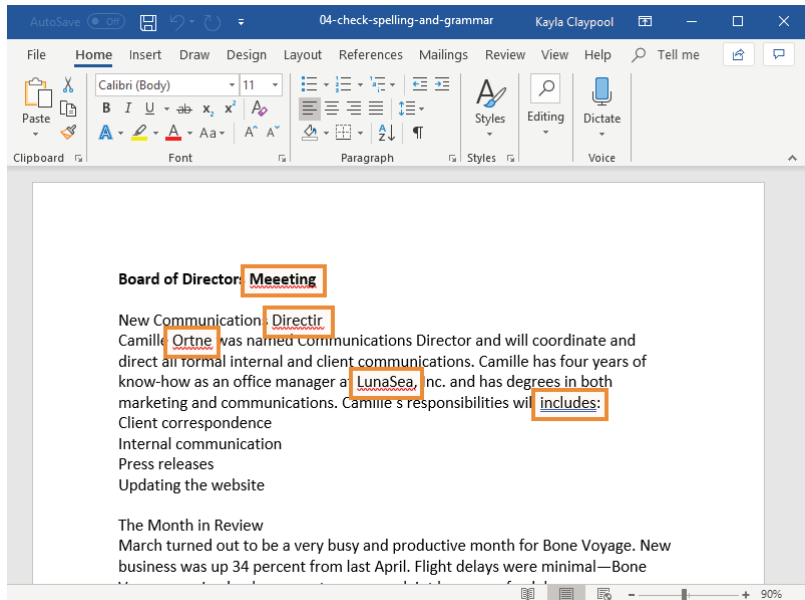
Check Spelling and Grammar

Part of editing your documents is making sure that everything is spelled and assembled correctly. Word is a great help in this regard because it can identify spelling and grammar errors in your documents.

Spelling and Grammar Errors

As you type, Word will automatically check your spelling and grammar. Word's AutoCorrect feature will fix small errors and common misspellings, while less-common problems will be highlighted with a colored underline.

- Potential **spelling errors** are given a wavy underline in red.
- Potential **grammar errors** are given a double-underline in blue.



Correct a Spelling or Grammar Error

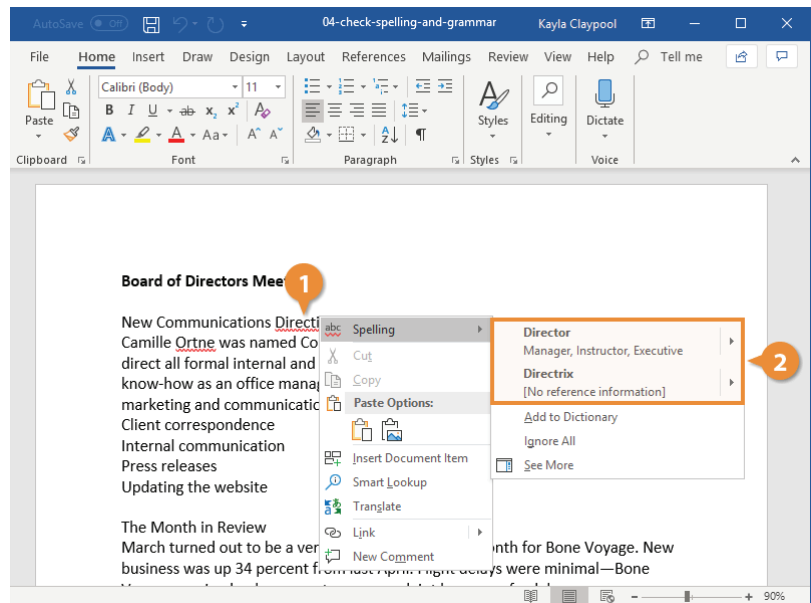
Once a spelling or grammar error has been highlighted, you could always correct it manually by deleting and retyping it, or you can see some suggested corrections.

1 Right-click the error.

The Spelling (or Grammar) contextual menu appears, showing some suggestions for the misspelled word (or grammatical error), along with definitions for the suggested words.

2 Select the suggestion you want to use, if it appears.

The misspelled word (or grammatical error) is automatically updated.



Ignore a Spelling or Grammar Error

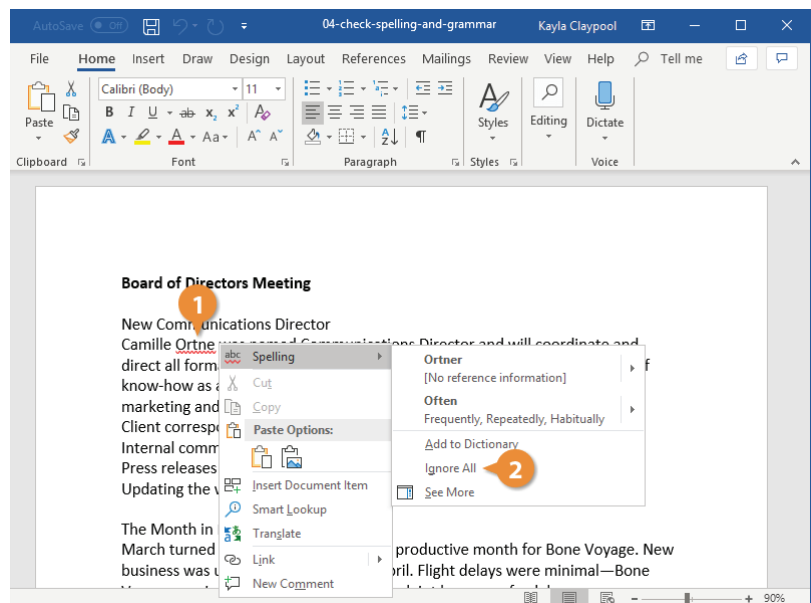
Not all misspellings and grammar mistakes that Word identifies will be actual mistakes. For example, names will often be marked as misspelled words, even when they're properly spelled. You can ignore these errors so that they'll no longer be underlined and won't appear in spelling and grammar checks.

1 Right-click the error.

Depending on whether it's a spelling error or grammatical error, you'll be able to ignore all instances of the misspelled word, or this single instance of a grammatical error.

2 Select **Ignore All** (for misspelled words) or **Ignore Once** (for grammatical errors).

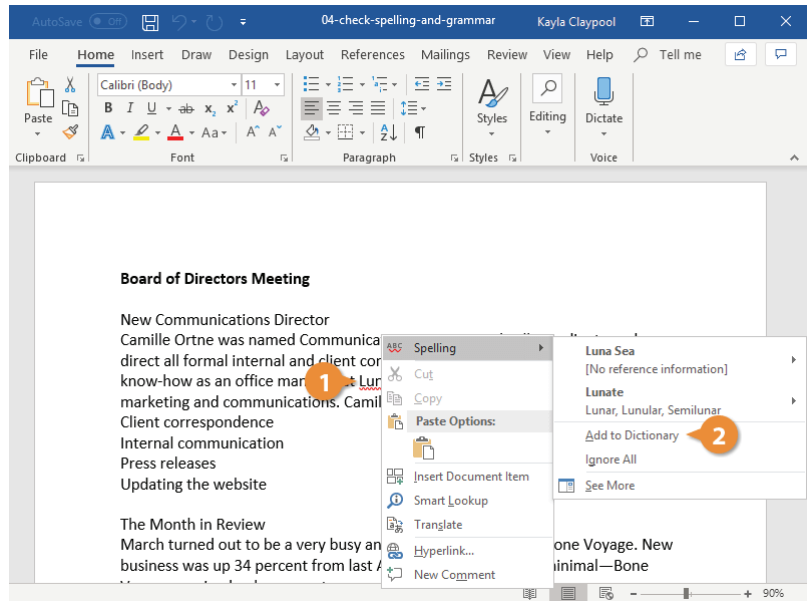
The selected word (or grammatical error) is ignored.



Add a Word to the Dictionary

If a word gets marked as misspelled, but it's a correctly spelled word that just isn't in Word's dictionary—such as a person's name or a company name—you can add it to the dictionary so that it doesn't get marked as misspelled in the future.

- 1 Right-click the error.
 - 2 Select **Add to Dictionary**.
- The word is added to the dictionary.



Word Count and Thesaurus

Find the Word Count

The Word Count feature is useful if you have a writing assignment that is limited to a specific number of words.

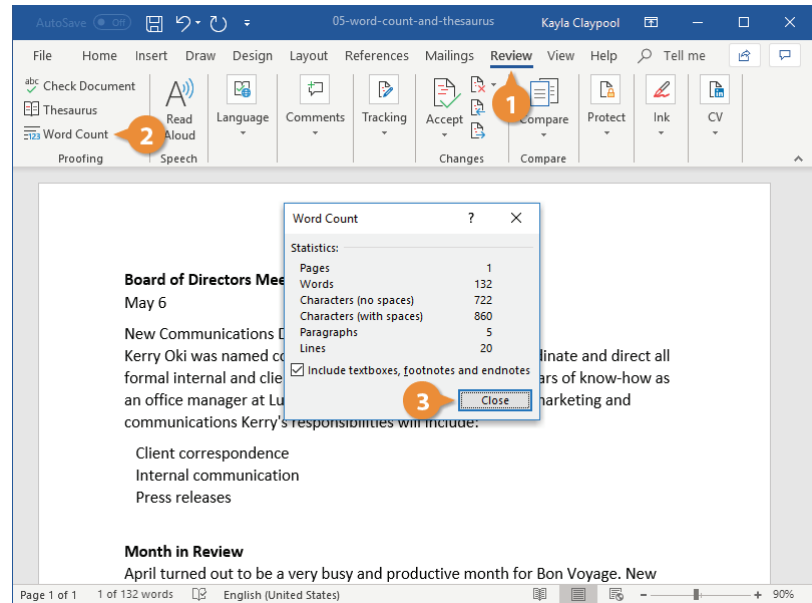
The word count is always displayed in the status bar at the bottom of the screen, next to the page number. If you need to see a more detailed count of words, open the Word Count dialog box.

- 1 Click the **Review** tab on the ribbon.
- 2 Click the **Word Count** button in the proofing group.

Shortcut: You can also click the word count in the status bar to open the Word Count dialog box.

Here you can see not only the word count, but also a character count (both with and without spaces), a paragraph count, and a line count.

- 3 Click **Close** when you're done.



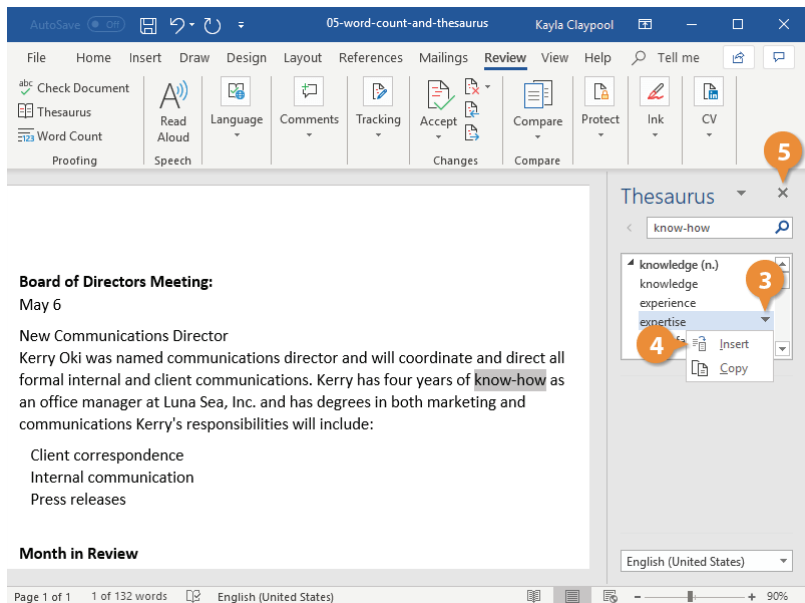
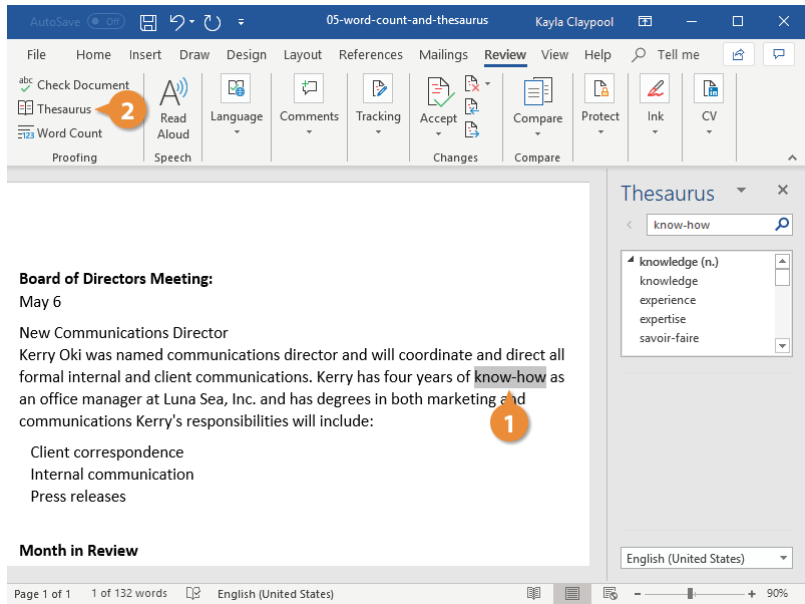
The Word Count dialog box closes.

Use the Thesaurus

Use Word's built-in thesaurus to help you find synonyms of a word. For example, you can use the thesaurus to replace the ho-hum word "good" with one of its synonyms, such as "beneficial," "capable," or "excellent."

- 1 Select the word you want to replace.
- 2 On the Review tab, click **Thesaurus**.
The Thesaurus pane at the right shows a list of words with similar meanings to your selection. If a word has multiple meanings, each meaning will have its own list of synonyms.
- 3 Hover over a new word and click the menu arrow.
- 4 Click the **Insert** button.
Your selection is replaced with the new word.
- 5 Close the Thesaurus pane when you're done.

Shortcut: Right-click a word. Select **Synonyms** and then select a new word from the list.



Find and Replace Text

Don't waste time scanning through your document to find text and replace it with something new. The find and replace commands can do this for you with just a few clicks of your mouse.

Find Text

You can use the Navigation pane to search for specific words or phrases in a document.

- 1 Click **Find** on the Home tab.

The Navigation pane appears on the left, displaying the Results view.

Shortcut: Press **Ctrl + F**.

- 2 Click in the **Search document** box in the Navigation pane and type the text you want to find.

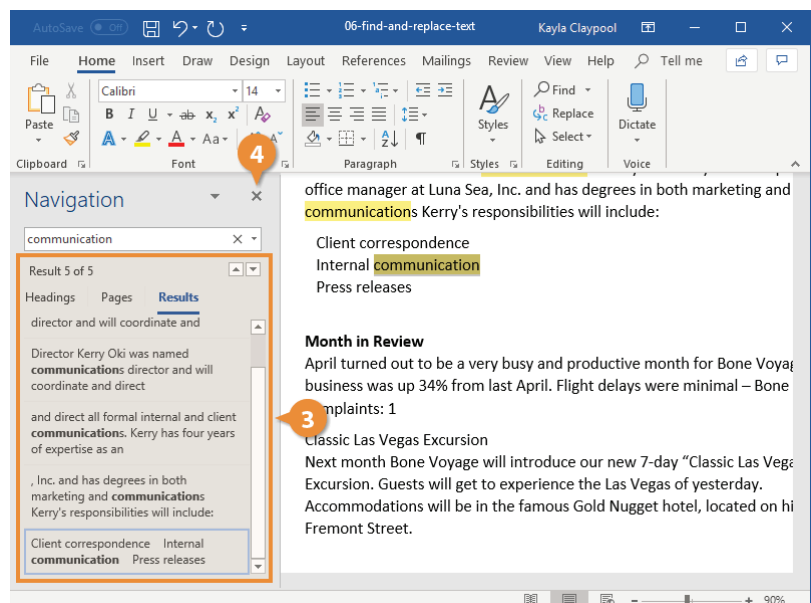
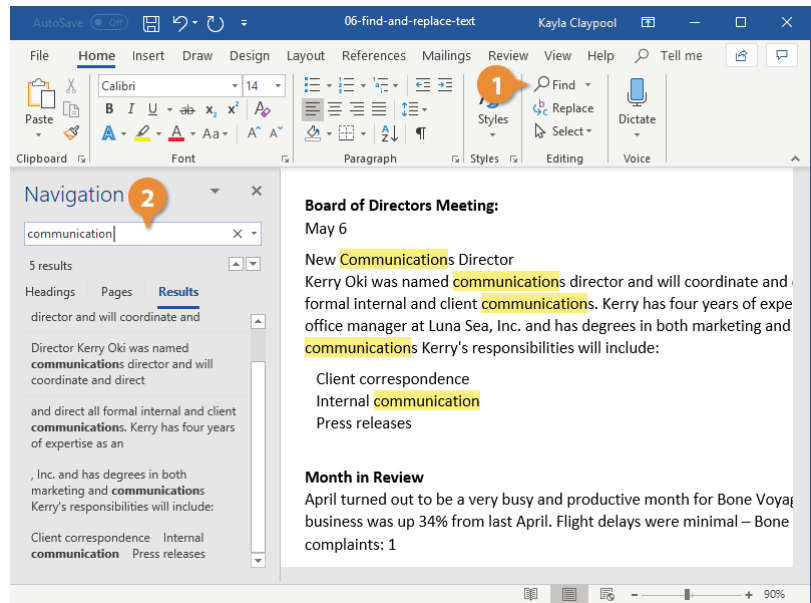
The search runs automatically. Results are highlighted in the document, and the Navigation pane lists all instances of the word.

- 3 Click a search result to jump to it in the document.

You can use the arrows under the search box to jump to the **Previous** or **Next** search result.

- 4 Click **Close** when you're finished.

The Navigation pane closes.



Replace Text

If you've spelled something incorrectly in multiple places, Word can fix them all with just a few steps.

1 Click the **Replace** button on the Home tab.

The Find and Replace dialog box opens to the Replace tab.

2 Type the word you need to replace in the **Find what** text field.

3 Type the corrected word in the **Replace with** text field.

4 Select a replacement option.

- **Replace:** Replaces the first instance of the word. Keep clicking to fix them one at a time.

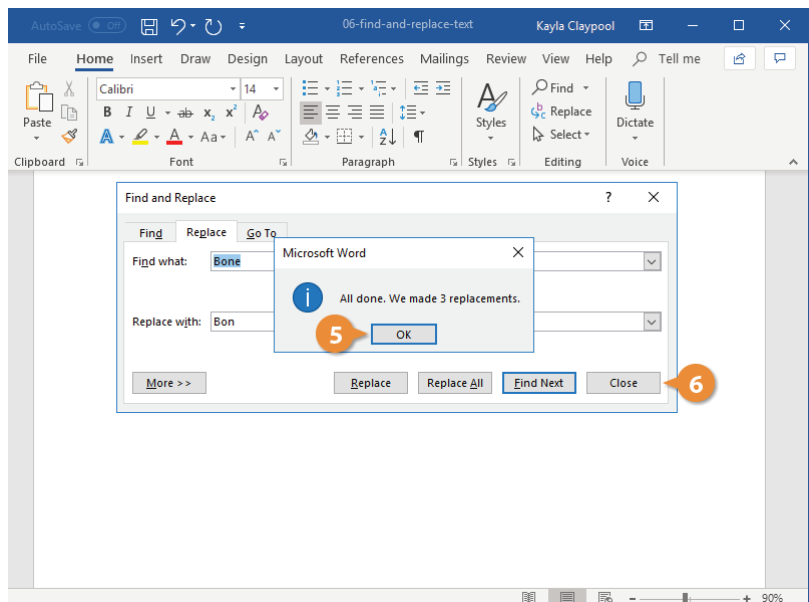
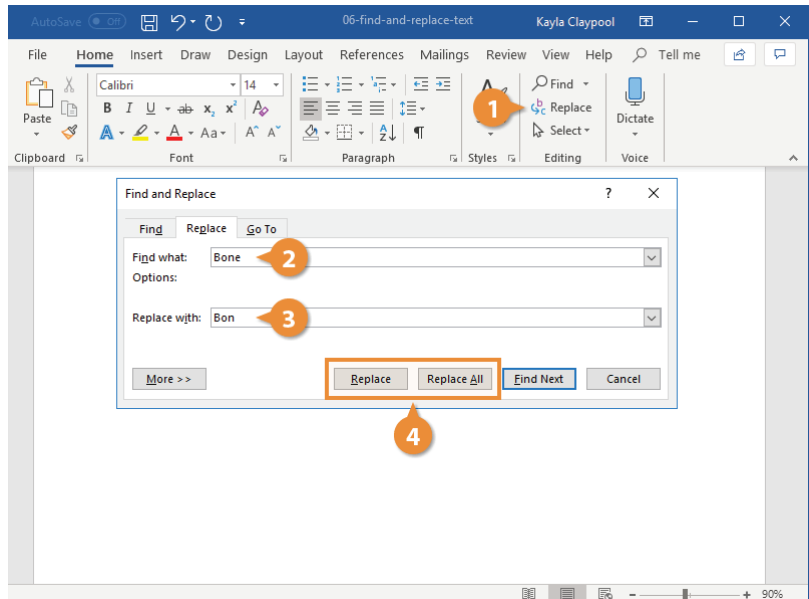
- **Replace All:** Fixes all instances of the word at once.

Once all the instances of the word have been replaced, a dialog box will pop up to let you know it's complete.

5 Click **OK**.

6 Click **Close** when you're done.

The Find and Replace dialog box closes.



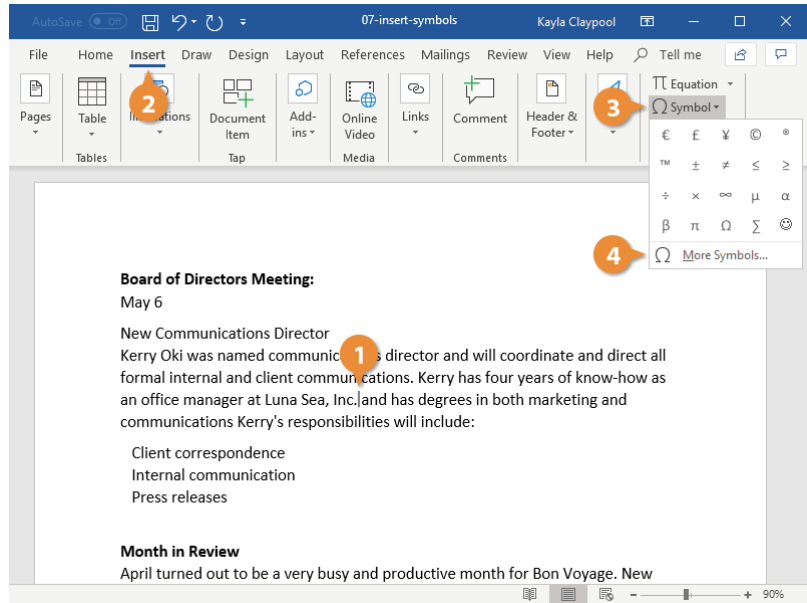
Insert Symbols

Your keyboard doesn't contain all the characters you might want to include in your documents. Word lets you insert these special symbols and equations separately.

Common symbols that you can insert include copyright (©) and trademark (™) symbols, additional punctuation marks (‡), foreign currency symbols (¥), mathematical symbols (÷), and accented characters (ä).

Insert a Symbol

- 1 Click where you want to insert the symbol.
- 2 Click the **Insert** tab.
- 3 Click **Symbol**.
This menu shows recently used symbols. If you need to use a symbol repeatedly, it will be found here after you've used it the first time.
- 4 Click **More Symbols**.
The Symbol dialog box opens to the Symbols tab. This lets you browse all the characters contained by the font you're using. If you're looking for a common symbol, the Special Characters tab has a shorter list that may have what you need.



5

Click **Special Characters**.

This list includes common punctuation characters and the shortcut keys you can use to insert them using your keyboard.

6

Select a symbol.

7

Click **Insert**.

The symbol is inserted, even though it may be hard to tell with the dialog box still open.

8

Click **Close** when you're done.

The Symbol dialog box closes.

Tip: Inserting an equation works similarly. Just click the **Equation** button list arrow on the **Insert** tab and select an option from the menu.

