

Working with Document Text

IC3 Objective 2-1.1, 2-1.2

Whether you are working in a document, spreadsheet, or presentation, everything you add to your file is referred to as “text.” After you add text to your file, you can change it, format it, move it or delete it.

Selecting Text

In order to work with text in an application, you must select it. Selected text appears highlighted on the screen.

You can select text using the mouse or keyboard, or a combination of both.

- To select text using the mouse, position the mouse pointer at the beginning of the text to be selected and then drag to highlight the text.
 - You can increase or decrease the selection as long as you hold down the mouse button. You can highlight forwards or backwards from the starting point.
- To select text using the keyboard, click to position the cursor (or insertion point), hold down **Shift**, and then press the arrow keys to move the cursor to highlight the text. Release **Shift** when the text is highlighted.
- In Word and PowerPoint, you can double-click an individual word to select it, or triple-click to select an entire paragraph.

When text is selected, the selection stays in place until you de-select it; this allows you to apply multiple actions such as changing the font, or making the text bold.

If you make the wrong selection or wish to remove the selection, click anywhere in the document or press any arrow direction key to de-select, and then begin the selection again.

Select All

You can press **Ctrl**+**A** in any application to select all text in the document, worksheet or presentation.

Cutting, Copying and Pasting Text

You can cut, copy, and paste an item (such as a selection of text or an image) to move it from one location in a document, worksheet or presentation to another. These tasks use a special place in the system memory called the Office Clipboard for “holding” items until you are finished working.

Cut	Cuts or removes the item from its current location and places it in the Clipboard.
Copy	Leaves the item in its current location and places a copy of it in the Clipboard.
Paste	Inserts an item from the Clipboard into a document to the left of the cursor or insertion point.

To cut or move an item, select the item first and then use one of the following methods:

- On the Home tab, in the Clipboard group, click  **Cut** ; or
- Press **Ctrl**+**X** ; or
- drag the selected item to the new location.

To copy an item, first select the item and then use one of the following methods:

- On the Home tab, in the Clipboard group, click  **Copy** ; or

- press **Ctrl**+**C**.

To paste an item, first place the insertion point where you want to paste the item and then use one of the following methods:

- On the Home tab, in the Clipboard group, click **Paste**; or
- press **Ctrl**+**V**.

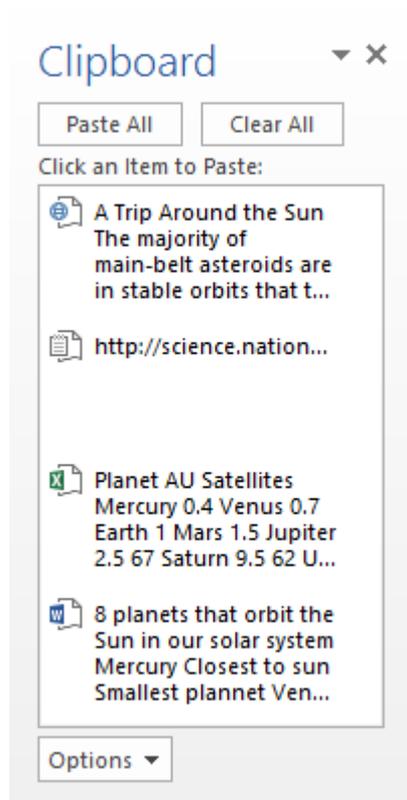
Using the Office Clipboard

Each Office application uses the Clipboard to temporarily store cut or copied items. The Clipboard will hold up to 24 items, and those items remain available until you close the application.

You can see the contents of the Clipboard by displaying the Clipboard task pane.

To display the Clipboard pane, on the Home tab, in the Clipboard group, click the **Clipboard** dialog box launcher.

Click an item in the Clipboard to paste it into the document at the current location of the cursor. You can also use the buttons in the Clipboard pane to work with its contents.



Paste All Pastes all items currently in the Clipboard in the same order as they appear in the Clipboard.

Clear All Clears all items from the Clipboard.

When you point at an item in the Clipboard, it displays a drop-down arrow. Click that arrow to display a menu you can use to paste the item or to delete it from the Clipboard.

Editing Text

Once you select text you can make changes to it. The moment you press a key or click on an option, all the selected text is affected.

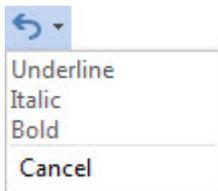
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Using Undo

Any time you perform an action and then want to reverse the action, you can undo the action by using one of the following methods:

- In the Quick Access toolbar, click  **(Undo)** to undo the last action or command performed; or

- press **Ctrl+Z**; or
- click the arrow for the **Undo** button to undo several actions at once. You must undo actions in the reverse order that you made them. In the list at the right, if you want to undo the “Bold” action, you must also undo the Italic and Underline actions.



Using Repeat/Redo

If you change your mind after undoing an action, you can redo or repeat the action using one of the following methods:

- In the Quick Access toolbar, click **Repeat**; or
- press **Ctrl+Y** or press **F4**.

This feature is the reverse of the Undo feature. It will repeat actions in the same order as they were performed, one step at a time.

Formatting Text

When you format text, you change the way it appears on the screen and in print. You can format the following:

<p>Font</p>	<p>Affects the typeface of the characters. Examples of fonts include Arial, Times New Roman, Calibri, and so on.</p> <p>Click the arrow for Font to display a list of fonts.</p>	
<p>Font Size</p>	<p>Affects the height (and width) of the characters. The larger the font size, the larger the characters appear.</p> <p>Click the arrow for Font Size and click a size.</p>	

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