







## Cut

Cuts or removes an item and places it in the Clipboard.

- click  **Cut** in the Ribbon
- press  + 
- drag a selected item to a new location



## Copy

Copies an item and places it in the Clipboard.

- click  **Copy** in the Ribbon
- press  + 

## Paste

Inserts an item from the Clipboard into a document.






- click **Paste** in the ribbon
- press  + 

# Try It! Exercise

In this exercise you review basic editing techniques.

1. Click **File** and click **Open**. Click **Computer**, click **Word Processing** from the list of folders, and then double-click the **Our Solar System** file.

Ignore the errors in the document text for now; you will correct them later.

2. In the Home tab of the Ribbon, in the Clipboard group, click the **Clipboard** dialog box launcher to open the Clipboard pane. Ensure there is nothing in the pane; otherwise, click **Clear All** to remove the contents.
3. Click in the document, then press  +  to select all the text.
4. In the **Home** tab of the Ribbon, in the Clipboard group, click **Copy**. An icon for the copied text should now appear in the Clipboard task pane.
5. Click **File**, then click **Open**. In the list of recent documents, click **Astronomy - Student**.
6. Press  +  to move to the end of this document, then press  to add a blank line.
7. In the Clipboard pane, point at the copied item so that a drop-down arrow displays.
8. Click the arrow, then click **Paste**.



A copy of the text from the Our Solar System document has been pasted into this location.

9. On the Quick Access toolbar, click the **Undo** button.

The pasted item is cleared.

10. On the Home tab in the Ribbon, in the Clipboard group, click **Paste**.

The information is pasted into the document again, and in fact, you could paste this information into other areas of the same document or to another document, as needed.

11. Click the  button to close the Clipboard pane.
12. Click **File**, click **Save As**. Navigate to the *7328 Student Files\Word Processing* folder, then in the File name field in the Save As dialog box, type: *Astronomy Full Text - Student* and press .
13. Close the *Our Solar System* document without saving.

# Formatting Text

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There are two main methods of formatting text: individual characters or the entire paragraph. Formatting can be applied as you type, or it can be applied to existing text.

## Character Formatting

There are several ways to apply formatting to text characters:

- On the Home tab, in the Font group, click the appropriate formatting button; or
- press the appropriate keyboard shortcut for the formatting option you want to use; or
- on the Mini toolbar, click the appropriate option.

## Paragraph Formatting

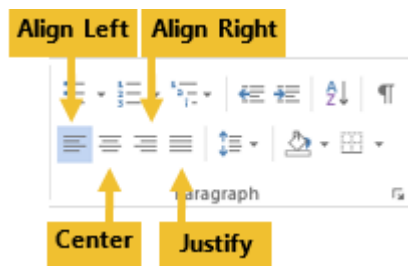
Paragraph formatting refers to any option that affects the position of the entire paragraph of text.

### Aligning Text

<b>Align Left</b>	Aligns text at the left margin with a ragged or uneven edge on the right side of the text.
<b>Center</b>	Aligns text exactly between the left and right margins to an imaginary line down the middle of the page; the text has ragged edges on both the left and right sides.
<b>Align Right</b>	Aligns text to the right margin with ragged left edges.
<b>Justify</b>	Aligns text so the left and right edges of the text are flush with the margins and each line of text is evenly spaced out between the margins, except for the last line of each paragraph.

To apply alignment options quickly, use one of the following methods:

- On the Home tab, in the Paragraph group, click the appropriate alignment button; or



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- press one of the following keyboard shortcuts:

Align Left    **Ctrl**+**L**

Center        **Ctrl**+**E**



Align Right   **Ctrl**+**R**

Justify        **Ctrl**+**J**

## Working with Indents

An indented paragraph aligns along a temporary left and/or right margin. Indents are useful for identifying new paragraphs, or emphasizing items such as quotations or subparagraphs.

- The quickest way to indent text is to press **Tab** at the left margin; each time you press **Tab**, you move the indent by 0.5" (1.25cm).

- You can also increase or decrease the amount of space in an indent. On the Home tab, in the Paragraph group, click  (**Increase Indent**) or  (**Decrease Indent**) to increase or decrease the indent from its current location.

## Organizing List Information

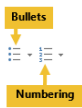
Lists help you organize the data in a document. You can apply a bullet format if there is no priority for the list items, or apply a numbers format to prioritize items in the list:

### Popular Tours

- Cycling trips
- Whale watching
- Rock climbing
- Heli skiing
- Hot air ballooning
- Ice climbing

### Popular Tours

1. Rock climbing
2. Cycling trips
3. Ice climbing
4. Whale watching
5. Heli skiing
6. Hot air ballooning



The Bullets and Numbering buttons appear on the Home tab, in the Paragraph group. Click the appropriate button to apply either bullets or numbering.

By default, the last bullet or numbering style that was used is applied. If you want to choose a different style, click the arrow for the appropriate button to view a library of available styles.

## Try It! Exercise

In this exercise you will set indents and organize text using bullets.

- Click **File** and click **Open**. Click **Computer** and then click the folder for the *7328 Student Files\Word Processing* folder. Select the **Asteroids vs Comets** file and then click **Open**.
- If the Ruler is not displayed, click the **View** tab in the Ribbon, then in the Show group, click the check box for **Ruler** to display the Ruler.

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- Select the lines of text below the Asteroids subheading. Click the **Home** tab in the Ribbon, and in the Paragraph group, click **Increase Indent**.

The selected text is now indented from the left margin. This helps to emphasize the text below the heading. You can also add a list style to further emphasize the text.

- With the text still selected, on the Home tab, in the Paragraph group, click **Bullets**.

### Asteroids

- More than 90000 asteroids found
- Rocky remains from formation of solar system about 4.6 billion years ago
- In asteroid belt between Mar and Jupiter
- Range in size from few hundred feet to hundreds of miles in diameter
- Collisions with Jupiter or Mars sends asteroids into the orbits of other planets

The bullets are added to the text. Each line that appears with a bullet character is called a bullet point.

Notice that Word has also increased the indent for each bullet point. This is because a bullet style has its own indent setting.

Let's move the bullets back to the left.

5. On the Home tab, in the Paragraph group, click **Decrease Indent** to move it back to the **0.5" (1.25cm)** mark.



### Asteroids

- More than 90000 asteroids found
- Rocky remains from formation of solar system about 4.6 billion years ago
- In asteroid belt between Mar and Jupiter
- Range in size from few hundred feet to hundreds of miles in diameter
- Collisions with Jupiter or Mars sends asteroids into the orbits of other planets

6. Select the text below Comets and apply bullets to this list.

### Comets

- Chunks of dirty ice left over during formation of solar system
  - Some are changed the least of all objects in space
  - Long Tail that travels behind comet made of mix of gas and dust pushed by solar winds
  - Tail also called a coma
  - Most come from beyond orbit of Neptune, area called Kuiper belt
7. Click **File**, click **Save As**, click **Computer** and ensure you are using the default *7328 Student Files* folder location. In the File name field, press **End** and then type: - *Student* at the end of the existing file name. Click **Save**.