Add/Delete Text & Typing Tips

Typing Text

1. When you open the Word program, it **will automatically have 1”** margins around the page. The **insertion point ( I )** will be blinking in the first column of the first row.

2. **Blinking insertion point** displays the height of upper case letters

3. **Watch where the insertion point is blinking**, that is where you will be adding text or objects. If it is not where you want it, point with the mouse and click once or twice to put it in the proper place.

Deleting Text

1. **Click at the end of text you want to delete** and press the **Backspace** key until you have removed what is not needed

2. **Click in front of text you want to delete** and press the **Delete** key until you have removed what is not needed

   - **If you only need a small amount of text removed**, tap the key
   - **If you have a line of text or more**, hold the key until it is removed, watching carefully

3. **Highlight the text** and press either the **Delete or Backspace** key one time

Replacing Text

1. **Highlight the text** you want to replace

2. **Type new in text**

   - **As you begin typing the selected text will be deleted**

Adding Text

1. To add text into existing text **click with the mouse to place insertion point** where you want new text

2. **Type** additional text

Tools on the Home tab can be used after you typed your document

1. **Select text**-text must always be selected/highlighted to make changes

2. **Click on a tool** to format

3. Click on the **Launcher arrows** in a group for more formatting options.

(See diagram below)
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Screen Tips

To learn what a tool is for, point to it; a small box called a **screen tip** will open with a name for the edit option, it may display a description and a shortcut that may be available for the task.

List arrows

To the right of many tools is a **small down-pointing arrow**. When you **click** on it, a **menu** will open with more options. (Small boxes marked above).
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Highlighting/Selecting Text

There are a few options for selecting text
1. Dragging across the text
2. Clicking on it
3. Shortcut key

Single word highlighting

1. Point to the word and double click it
OR
2. Place pointer at beginning or end of text
3. Click and drag across it
4. Release mouse when the text is selected

Paragraph highlighting – can be a single short line or multiple lines of text

1. Point anywhere in the paragraph and triple click
OR
2. Place pointer at the beginning of the paragraph
3. Click and drag across the first line and go down to select the rest of the paragraph
   This can be done in reverse by clicking and dragging across the line of text and move up

Multiple paragraphs

1. Place pointer in the left margin until the arrow points toward the right
   Make sure you are in front of the first row text to be selected
2. Drag down the margin and release mouse when the proper amount of text is selected
   You can drag multiple pages by scrolling to the next page. If you have more than a few,
   drag the mouse to the status bar and hold it there until all pages you want highlighted
   have scrolled through.
3. Release the mouse

Whole document

1. Hold the Ctrl key and type the letter A (Ctrl+A is the shortcut notation)
2. Release both keys as soon as the document is selected