

Microsoft Word - Adding Text to a document



Adding Text to a document

To add text to a new document, double click where the text needs to be added, and type the text.

By double clicking where necessary, Word now automatically add the number of the carriage returns and tabs as necessary.

If text needs to be added to existing text then the cursor needs to be positioned where the changes need to be made and then the text typed in. As default the new text that is typed in will be inserted at the cursor position.

If the text needs to replace text that is already there, then the text should be selected before the typing begins. This will automatically remove the selected text, otherwise the text to be removed will need to be selected and then the delete key used to delete it.

Overtyping Mode

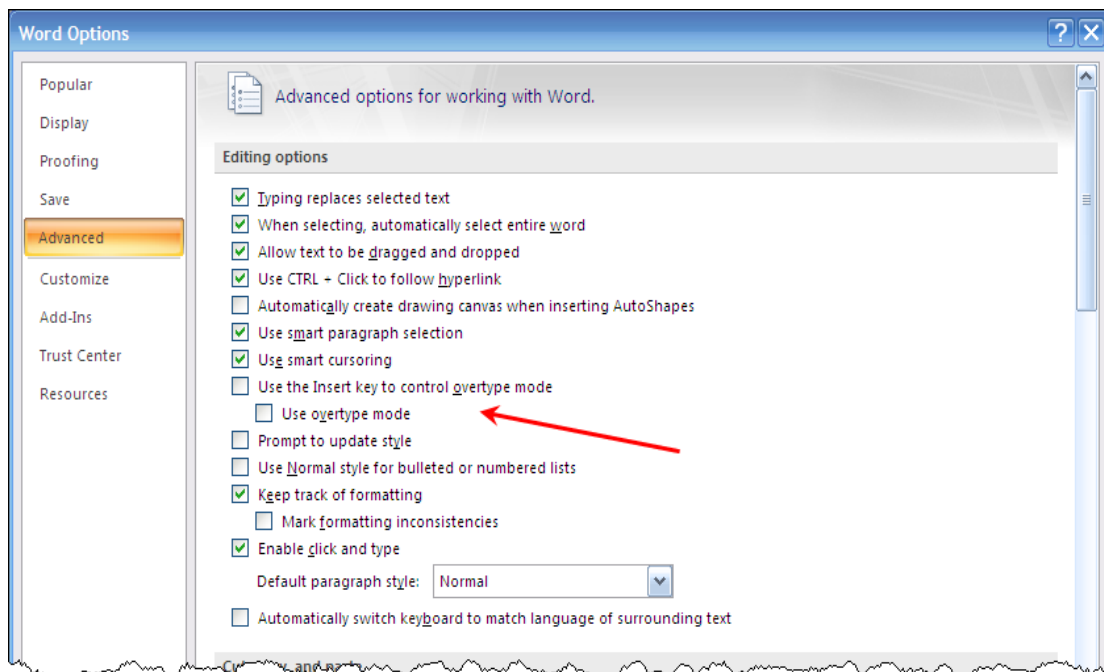
Should you wish to write over text that has already been entered as you type then the mode needs to be changed. This can be done in Word Options

1. Click on the Office Button
2. Select Word Options at the bottom of the menu
3. Choose the Advanced tab
4. In the Editing Options section go to the **Use Overtyping Mode** and select

If you wish to easily toggle between Insert (the default) and Overtyping mode, then the Insert Key can be used as a switch between these two modes. The Insert Key does not allow the toggling facility as standard, it has to be turned on. This can be done in

the Word options.

1. Click on the Office Button
2. Select Word Options at the bottom of the menu
3. Choose the Advanced tab
4. In the Editing Options section go to the **Use the Insert Key to Control Overtyping Mode** and select



Deleting Text

Text can be deleted from the cursor position in different ways.

By hitting the **Delete** key a single character to the right of the cursor position will be deleted by each key press.

By using the **Backspace** key a single character to the left of the cursor key will be deleted.

If large quantities of text need to be deleted then the text to be deleted can be highlighted and the delete key pressed. This will remove all of the highlighted text.

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Highlighting Text

Highlighting text is necessary to carry out most functions within Word, and there are many ways of carrying out the highlighting. It depends on what needs to be done as to which is the most appropriate method to use. Also the user will develop their own favourites.

Dragging

The standard method of highlighting is to drag

1. Position the cursor at the starting point
2. Holding down the primary mouse button (normally the left button) drag across the text to be highlighted.

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2nd May 2008

Mr Jeremy Brown
Brandon Farm
Frimton Down
Leicestershire
LY45 3PY

Dear Mr Brown

Further to our recent communications, I should like to take this opportunity to invite you to a conference that we are holding in a month's time. It is planned that the topic for discussion will be Agriculture in the 2000's, Food Miles travelled.

The Conference will start at 10:30 and will continue until mid-afternoon. We have invited a number of illustrious speakers who all started their career at the bottom of the ladder.

Please let me now if you are unable to attend. Lunch will be provided and I'm sure you will find the day both interesting and useful.

Yours sincerely

Shift Key

Position cursor at starting point

1. Hold down the shift key
2. Click at the end of the text to be highlighted

Selection methods with the mouse

To Select Item	Method
A word	Double-click anywhere in the word.
A line of text	Move the pointer to the left of the line until it changes to a right-pointing arrow, and then click.

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A sentence	Hold down CTRL, and then click anywhere in the sentence.
A paragraph	Triple-click anywhere in the paragraph.
Multiple paragraphs	Move the pointer to the left of the first paragraph until it changes to a right-pointing arrow, and then press and hold down the left mouse button while you drag the pointer up or down.
A large block of text	Click at the start of the selection, scroll to the end of the selection, and then hold down SHIFT while you click where you want the selection to end.
An entire document	Move the pointer to the left of any text until it changes to a right-pointing arrow, and then triple-click.
A vertical block of text	Hold down ALT while you drag the pointer over the text.
A text box or frame	Move the pointer over the border of the frame or text box until the pointer becomes a four-headed arrow, and then click.

Selection methods with the keyboard

To select	Do this
One character to the right	Press SHIFT+RIGHT ARROW.
One character to the left	Press SHIFT+LEFT ARROW.
A word from its beginning to	Place the insertion point at the beginning of the word,

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its end	and then press CTRL+SHIFT+RIGHT ARROW.
To select	Do this
A word from its end to its beginning	Move the pointer to the end of the word, and then press CTRL+SHIFT+LEFT ARROW.
A line from its beginning to its end	Press HOME, and then press SHIFT+END.
A line from its end to its beginning	Press END, and then press SHIFT+HOME.
One line down	Press END, and then press SHIFT+DOWN ARROW.
One line up	Press HOME, and then press SHIFT+UP ARROW.
A paragraph from its beginning to its end	Move the pointer to the beginning of the paragraph, and then press CTRL+SHIFT+DOWN ARROW.
A paragraph from its end to its beginning	Move the pointer to the end of the paragraph, and then press CTRL+SHIFT+UP ARROW.
A document from its end to its beginning	Move the pointer to the end of the document, and then press CTRL+SHIFT+HOME.
A document from its beginning to its end	Move the pointer to the beginning of the document, and then press CTRL+SHIFT+END.
From the beginning of a window to its end	Move the pointer to the beginning of the window, and then press ALT+CTRL+SHIFT+PAGE DOWN.
The entire document	Press CTRL+A.
A vertical block of text	Press CTRL+SHIFT+F8, and then use the arrow keys. Press ESC to turn off the selection mode.
The nearest character	Press F8 to turn on selection mode, and then press LEFT ARROW or RIGHT ARROW; press ESC to turn off the selection mode.
A word, a sentence, a	Press F8 to turn on selection mode, and then press F8 once to select a word, twice to select a sentence,

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paragraph, or a document

three times to select a paragraph, or four times to select the document. Press ESC to turn off the selection mode.