

MICROSOFT WORD

MICROSOFT WORD



Text Basics

Contents

- Introduction
 - Insertion point
 - Selecting text
 - To select multiple lines of text
 - To delete text
- Copying and Moving Text
 - To copy and paste text
 - To cut and paste text
 - To drag and drop text
- Undo and Redo
- Symbols
 - To insert a symbol
- Practice

Introduction

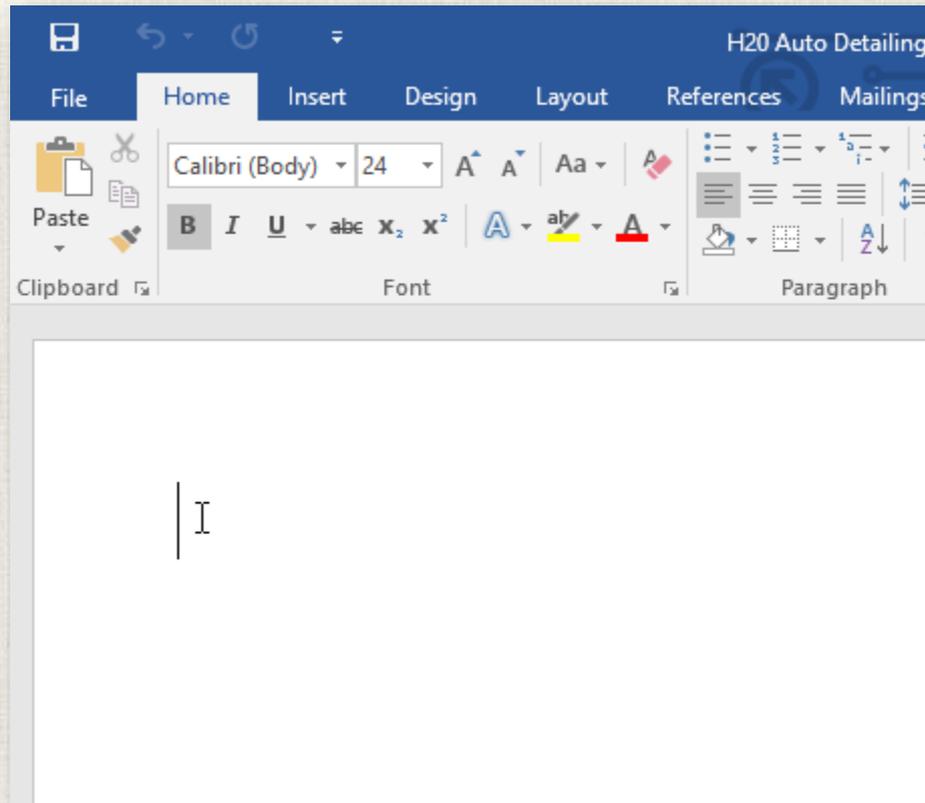
- ▶ If you're new to Microsoft Word, you'll need to learn the basics of typing, editing, and organizing text. Basic tasks include the ability to **add**, **delete**, and **move** text in your document, as well as how to **cut**, **copy**, and **paste**.

Using the insertion point

- ▶ The **insertion point** is the blinking vertical line in your document. It indicates where you can enter **text** on the page. You can use the insertion point in a variety of ways.

Using the insertion point

- ➔ **Blank document:** When a new blank document opens, the insertion point will appear in the top-left corner of the page. If you want, you can begin typing from this location.



Using the insertion point

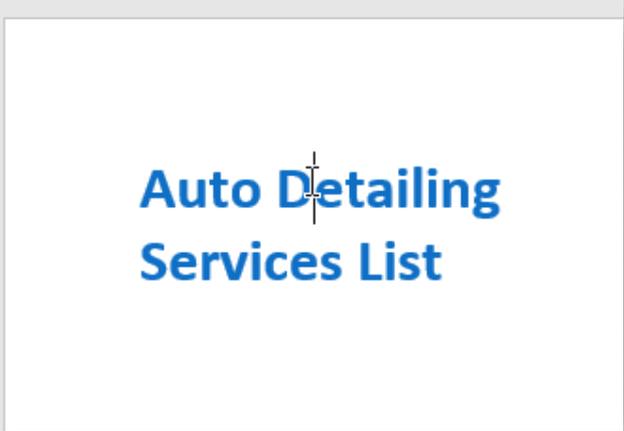
➔ **Adding spaces:** Press the **spacebar** to add **spaces** after a word or in between text.

Auto Detailing | I

➔ **New paragraph line:** Press **Enter** on your keyboard to move the insertion point to the next paragraph line.

Auto Detailing
Services List | I

Using the insertion point



Auto Detailing
Services List

- **Manual placement:** Once you begin typing, you can use the mouse to move the insertion point to a specific place in your document. Simply click the **location** in the text where you want to place it.
- **Arrow keys:** You can also use the arrow keys on your keyboard to move the insertion point. The **left** and **right** arrow keys will move between **adjacent characters** on the same line, while the **up** and **down** arrows will move between **paragraph lines**. You can also press **Ctrl+Left** or **Ctrl+Right** to quickly move between entire words.

Selecting text

- Before you can move or format text, you'll need to **select it**. To do this, click and drag your mouse over the text, then release the mouse. A **highlighted box** will appear over the selected text.

• H₂O Signature Wash

Cars \$20 · SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.
Interior vacuum, dust, and deodorize, plus windows inside & out.

- When you select text or images in Word, a **hover toolbar** with command shortcuts will appear. If the toolbar does not appear at first, try hovering the mouse over the selection.



• H₂O Signature Wash

Cars \$20 · SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.
Interior vacuum, dust, and deodorize, plus windows inside & out.

Selecting multiple lines of text

1. Move the mouse pointer to the left of any line so it becomes a **right slanted arrow**.

- **H₂O Signature Wash**

Cars \$20 · SUVs \$25 and up

↖ Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.
Interior vacuum, dust, and deodorize, plus windows inside & out.

- **Signature Interior**

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.

2. Click the mouse. The line will be selected.

- **H₂O Signature Wash**

Cars \$20 · SUVs \$25 and up

↖ Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.
Interior vacuum, dust, and deodorize, plus windows inside & out.

- **Signature Interior**

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.

Selecting multiple lines of text

3. To select **multiple lines**, click and drag the mouse up or down.

- **H₂O Signature Wash**

Cars \$20 · SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.

Interior vacuum, dust, and deodorize, plus windows inside & out.

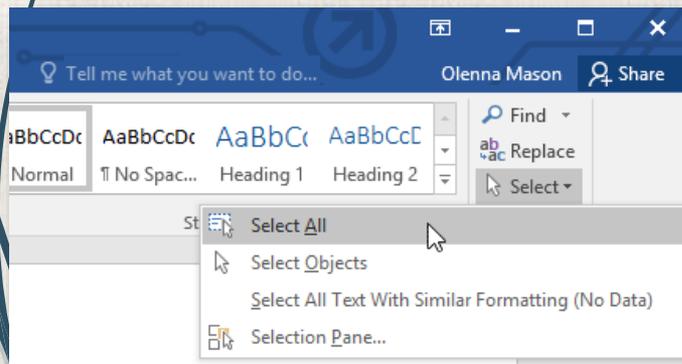
- **Signature Interior**

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.



4. To **select all** of the text in your document, choose the **Select** command on the Home tab, then click **Select All**. Alternatively, you can press **Ctrl+A** on your keyboard.



Other shortcuts include **double-clicking** to select a word and **triple-clicking** to select an entire sentence or paragraph.

Deleting a text

There are several ways to **delete**—or remove—text:

- To delete text to the **left** of the insertion point, press the **Backspace** key on your keyboard.
- To delete text to the **right** of the insertion point, press the **Delete** key on your keyboard.
- Select the **text** you want to remove, then press the **Delete** key.

Copying and moving text

- ▶ Word allows you to **copy** text that's already in your document and **paste** it in other places, which can save you a lot of time and effort. If you want to move text around in your document, you can **cut and paste** or **drag and drop**.

Copy and Paste text

1. Select the **text** you want to copy.

- **H₂O Signature Wash**

Cars \$20 · SUVs \$25 and up

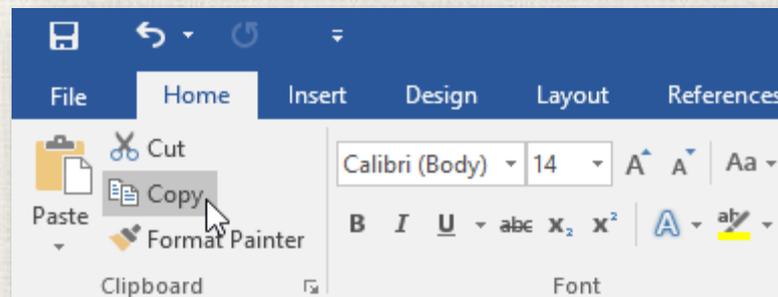
Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.
Interior vacuum, dust, and deodorize, plus windows inside & out.

- **Signature Interior**

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.

2. Click the **Copy** command on the **Home** tab. Alternatively, you can press **Ctrl+C** on your keyboard.



Copy and Paste text

- Place the insertion point where you want the text to appear.

- **H₂O Signature Wash**

Cars \$20 · SUVs \$25 and up

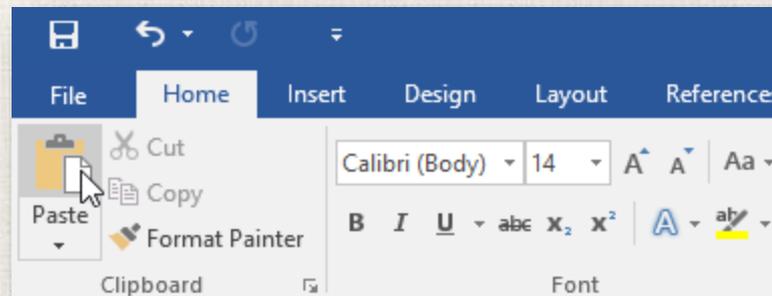
Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.
Interior vacuum, dust, and deodorize, plus windows inside & out.

- **Signature Interior**

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.

- Click the **Paste** command on the Home tab. Alternatively, you can press **Ctrl+V** on your keyboard.



Copy and Paste text

5. The text will appear.

- **H₂O Signature Wash**

Cars \$20 · SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.
Interior vacuum, dust, and deodorize, plus windows inside & out.

- **H₂O Signature Interior**

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.

Cut and Paste text

1. Select the **text** you want to cut.

- **H₂O Signature Wash**

Cars \$20 · SUVs \$25 and up

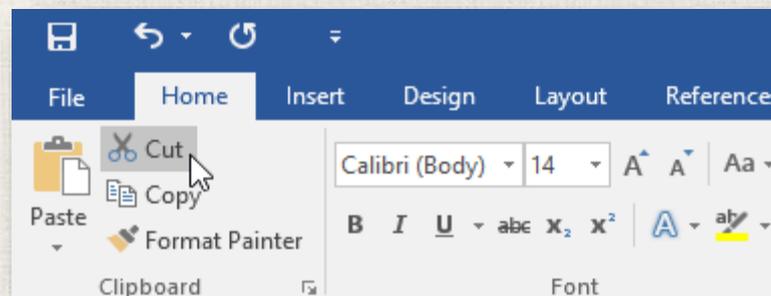
Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.
Interior vacuum, dust, and deodorize, plus windows inside & out.

- **Signature Interior**

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.

2. Click the **Cut** command on the **Home** tab. Alternatively, you can press **Ctrl+X** on your keyboard.



Cut and Paste text

3. Place the insertion point where you want the text to appear.

- **H₂O Signature Wash**

Cars \$20 · SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.

Interior vacuum, dust, and deodorize, plus windows inside & out.

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- **H₂O Signature Interior**

Cars \$40 · SUVs \$60 and up · March special! \$5 off

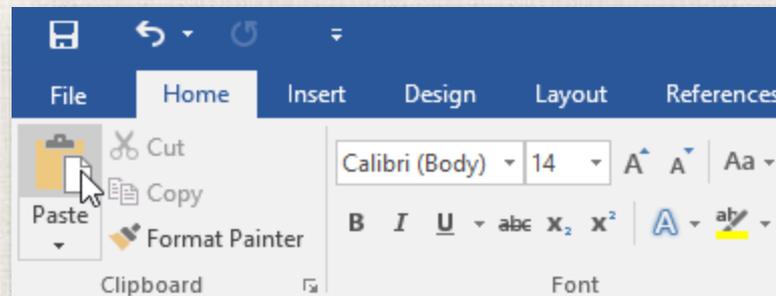
Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.

- **Leather Cleaning & Conditioning**

Cars \$20 · SUVs \$40 and up · March special! \$5 off

Includes seats and door panels.

4. Click the **Paste** command on the Home tab. Alternatively, you can press **Ctrl+V** on your keyboard.



Cut and Paste text

5. The text will appear.

- **H₂O Signature Wash**

Cars \$20 · SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs. Interior vacuum, dust, and deodorize, plus windows inside & out.

- **H₂O Signature Detail**

Cars \$60 · SUVs \$75 and up · March special! \$10 off

Everything included in the Signature Wash, plus hand wax and buff. I

- **H₂O Signature Interior**

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.

You can also cut, copy, and paste by right-clicking your document and choosing the desired action from the drop-down menu. When you use this method to paste, you can choose from three options that determine how the text will be formatted: **Keep Source Formatting**, **Merge Formatting**, and **Keep Text Only**. You can hover the mouse over each icon to see what it will look like before you select it.

Drag and Drop text

1. Select the **text** you want to move.

• **Paint Correction & Protection**
Call for pricing · March special! 10% off

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.

Schedule your appointment today!

Contact Hank Odum at 321-555-5400 or hank@H2Omobile.com

Special rates available for weekly/monthly customers

[H₂O Mobile Wash & Valet](#) | Just leave the details to us

2. Click and drag the **text** to the location where you want it to appear. A small rectangle will appear below the arrow to indicate that you are moving text.

• **Paint Correction & Protection**
Call for pricing · March special! 10% off

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.

Schedule your appointment today!

Contact Hank Odum at 321-555-5400 or hank@H2Omobile.com

Special rates available for weekly/monthly customers

[H₂O Mobile Wash & Valet](#) | Just leave the details to us



Drag and Drop text

3. Release the mouse, and the text will appear.

- **Paint Correction & Protection**

Call for pricing · March special! 10% off

Schedule your appointment today!

Contact Hank Odum at 321-555-5400 or hank@H2Omobile.com

Special rates available for weekly/monthly customers

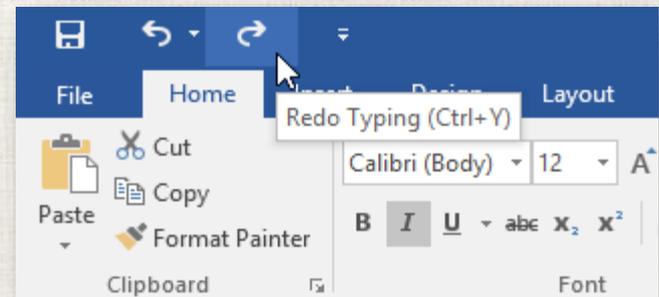
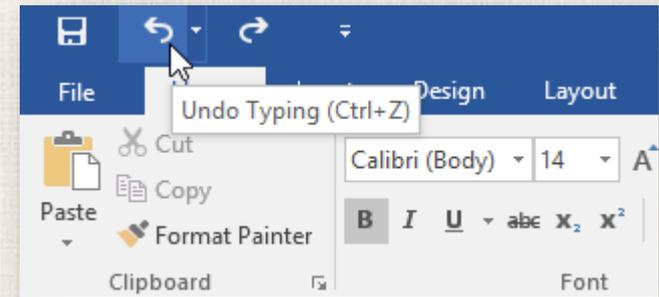
H₂O Mobile Wash & Valet | Just leave the details to us

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.

If text **does not appear** in the exact location you want, you can press the **Enter** key on your keyboard to move the text to a new line.

Undo and Redo

- Let's say you're working on a document and accidentally delete some text. Fortunately, you won't have to retype everything you just deleted! Word allows you to **undo** your most recent action when you make a mistake like this.
- To do this, locate and select the **Undo** command on the Quick Access Toolbar. Alternatively, you can press **Ctrl+Z** on your keyboard. You can continue using this command to undo multiple changes in a row.
- By contrast, the **Redo** command allows you to reverse the last undo. You can also access this command by pressing **CTRL** on your keyboard.



Symbols

- ▶ If you need to insert an unusual character that's not on your keyboard, such as a copyright (©) or trademark (™) symbol, you can usually find them with the **Symbol** command.

Inserting a symbol

1. Place the insertion point where you want the symbol to appear.

Schedule your appointment today!

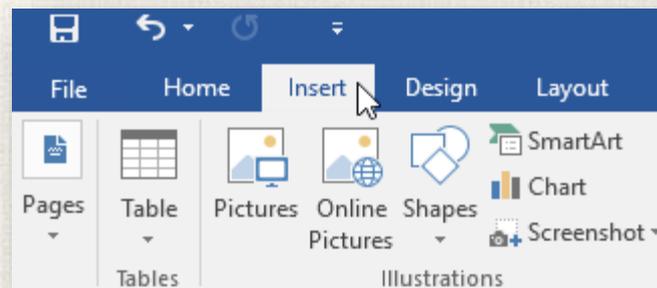
Contact Hank Odum at 321-555-5400 or hank@H2Omobile.com

Special rates available for weekly/monthly customers

H₂O Mobile Wash & Valet | Just leave the details to us|I

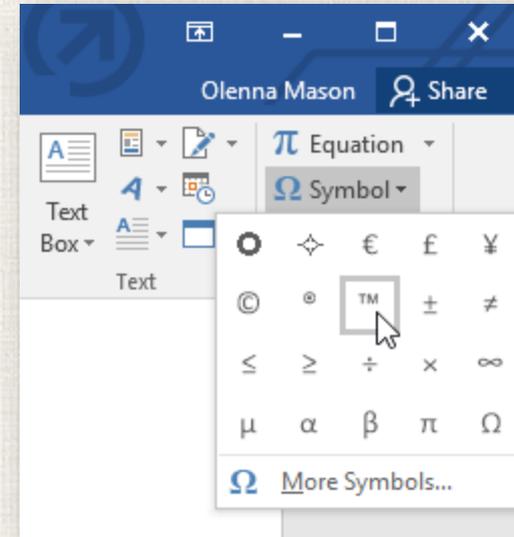
Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.

2. Click the **Insert** tab.



Inserting a symbol

3. Locate and select the **Symbol** command, then choose the desired symbol from the drop-down menu. If you don't see the one you want, select **More Symbols**.
4. The symbol will appear in the document.



Schedule your appointment today!

Contact Hank Odum at 321-555-5400 or hank@H2Omobile.com
Special rates available for weekly/monthly customers

H₂O Mobile Wash & Valet | Just leave the details to us™|I

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.

Practice

- ▶ Open our **practice document**.
- ▶ Scroll to **page 2**.
- ▶ Place the insertion point at the top of the document and type **Now Introducing...**
- ▶ Use your arrow keys to move the insertion point to the **Signature Detail Plan's** price and change it to **\$99.99/mo**.
- ▶ At the bottom of the document, use **drag and drop** to move **Just leave the details to us** to the end of the last line.
- ▶ At the end of the line you just moved, insert the **trademark symbol**. If you cannot find the trademark symbol, insert a different symbol of your choice.

Now Introducing...



H₂O Mobile's

UNLIMITED WASH CLUB

H₂O Signature Detail Plan

\$99.99/mo

Includes:

- Fragrance
- Hand wax
- Wax and buff
- Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs
- Interior vacuum
- Dust
- Deodorize
- Windows Inside & Out

H₂O Signature Wash Plan

\$79.99/mo

- Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs
- Interior vacuum
- Dust
- Deodorize
- Windows Inside & Out

For more details, contact Hank Odum at 321-555-5400 or hank@H2Omobile.com

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.

H₂O Mobile Wash & Valet | Just leave the details to us™

The image features a light beige background with a fine, woven texture. On the left side, there are several thin, dark blue lines that curve upwards and outwards, resembling stylized grass or reeds. The text 'THE END' is centered in a bold, dark blue, sans-serif font. The letters have a slight 3D effect with a shadow on the right side. Below the text is a faint, light blue reflection of the words.

THE END

THE END