

# MS Word - Lesson 4: Editing a Word document

To make editing documents faster and more convenient, we would like to introduce in this section some basic operations in editing documents such as copying (copying), cutting (cut), pasting (pasting), ... as well as shortcuts for those operations.

**TipsMake.com** - To make document editing faster and more convenient, we would like to introduce in this section some basic operations in editing documents such as copying (copying), cutting (cut), pasting (paste), . as well as shortcuts for those operations.

## Type and insert text

To type text, just start typing, the text will appear where the cursor blinks. Move the cursor using the arrows on the keyboard or move the mouse to the desired location and click the left mouse button. The shortcuts listed below also help when moving through a document's text:

**Action Shortcut** Move the cursor to the beginning of the HOME line Insert the cursor to the end of the END line Insert the cursor to the beginning of the document CTRL + HOME Move the cursor to the end of the document CTRL + END

## Select (black out) text

To change any of the text properties, first highlight the text. Black out the text by dragging the mouse from the position you want the highlighted text to the end position, or hold down the SHIFT key on the keyboard while using the arrows to highlight the text. The following table contains shortcuts to help you choose text:

**Select the Whole Word Method** Double-click on the word Full text Click repeatedly 3 times in the text Select some words or lines Drag the words, or hold down the SHIFT key while using arrow keys Full document Select Editing / Select / Select All from the Ribbon or press CTRL + A.

Deselect (highlight) the text by clicking anywhere outside the selection or pressing the arrow key on the keyboard.

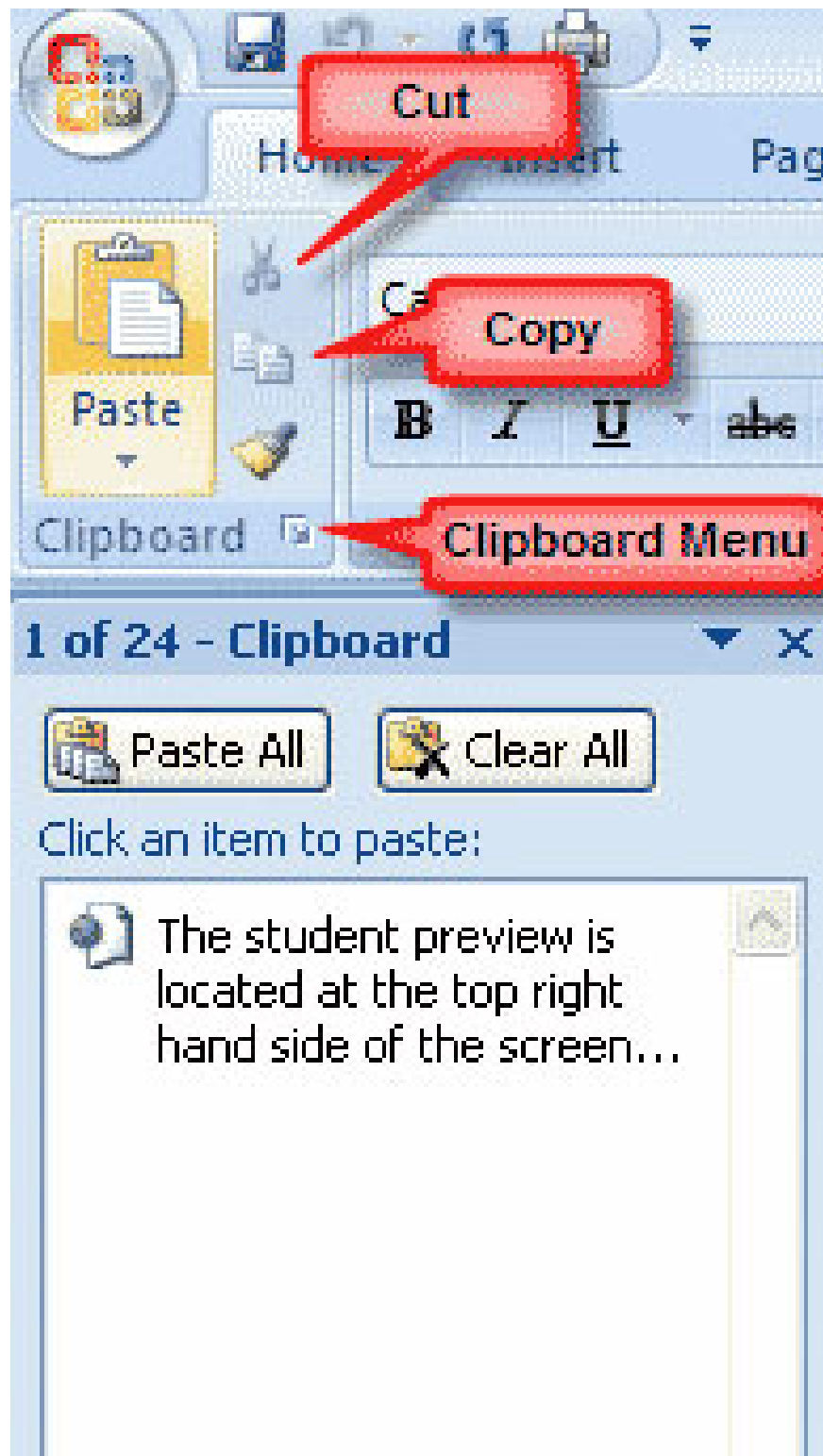
## Insert text

Text can be inserted in a document using the following ways:

- **Type text** : Place the cursor where you want to insert text and start typing.
- **Copy and paste text** : Highlight the text you want to copy then right-click and select **Copy** (or press **Ctrl + C** ), then place the cursor where you want to paste the text in the document, later Then right-click and select **Paste** (or press **Ctrl + V** ).

- **Cut and paste text** : Highlight the text you want to copy, then right-click and select **Cut** (or press **Ctrl + X** ), then place the cursor where you want to paste the text in the document, then right-click and select **Paste**.
- **Drag text** : Highlight the text you want to move, click the text and drag it to the desired position in the document.

You can also use the **Clipboard** group on the **Ribbon**.

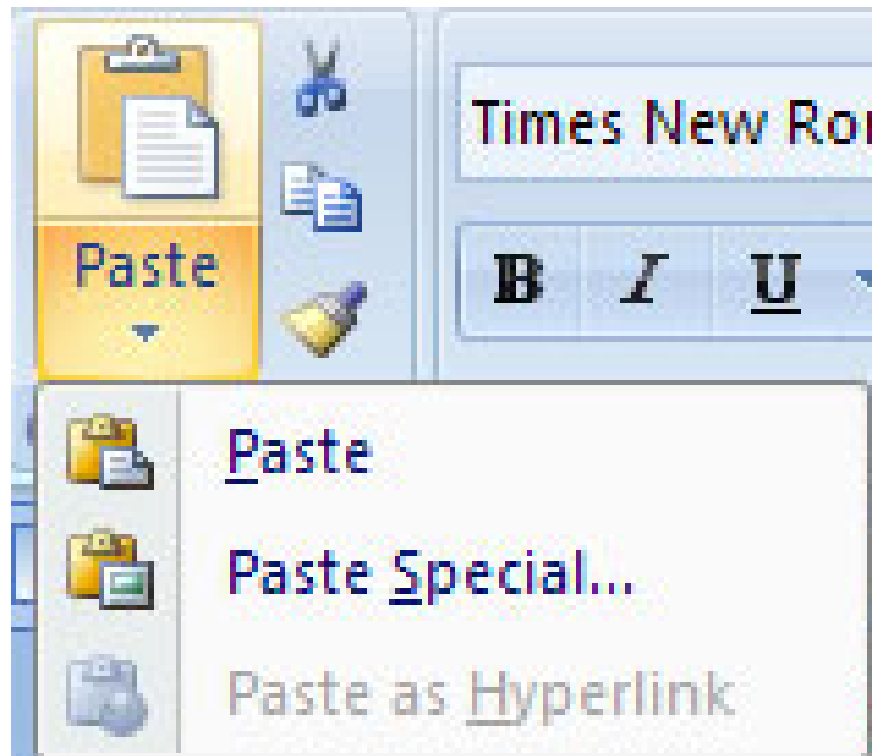


To rearrange text in a document, you can use the **Clipboard** group on the **Home** tab of the Ribbon. **Rearrange text blocks**

Each operation in the Clipboard group has a visual image:

- **Move text** : Cut and Paste or drag as mentioned above.

- **Copy text** : Copy and Paste as above or use the Clipboard group on the Ribbon.
- **Paste text** : Press Ctrl + V key or use the Clipboard group to **Paste** , **Paste Special** or **Paste as Hyperlink** .

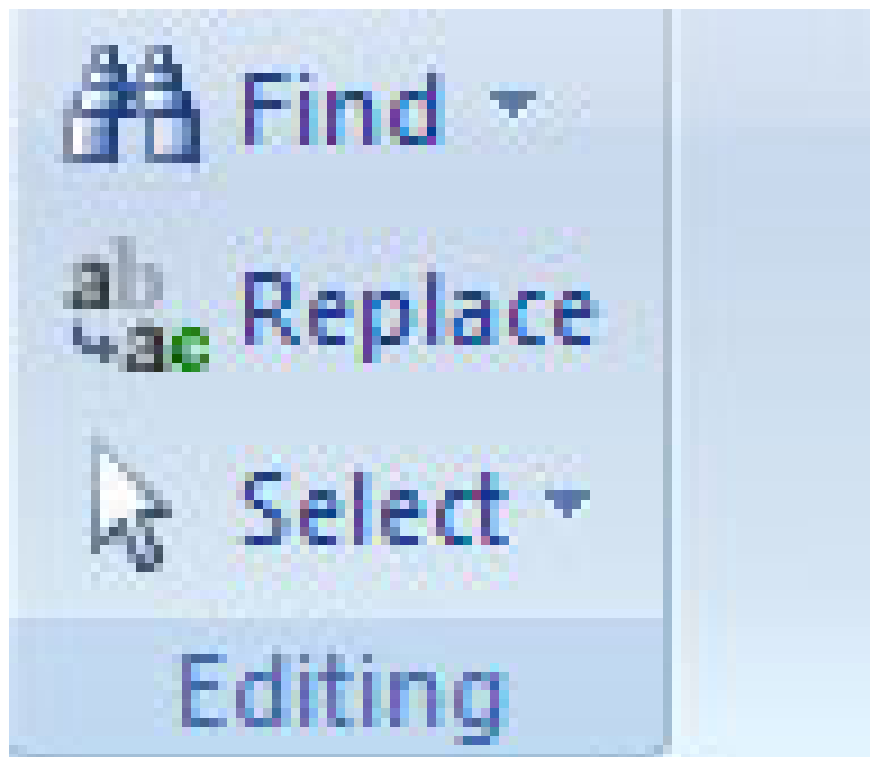


Use the **BACKSPACE** and **DELETE** keys on the keyboard to delete the text. **Backspace** will delete the text on the left of the cursor and **Delete** will delete the text on the right of the cursor. To delete an area of text, select the area using the above methods and press the **DELETE** key. **Delete text blocks**

### **Search and replace text**

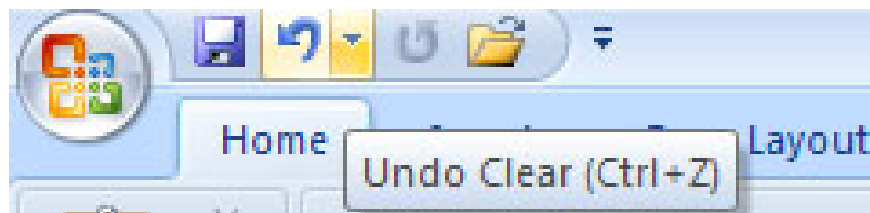
To find a specific word or phrase in a document:

- Click **Find** on the **Editing** group of the Ribbon.
- To find and replace a word or phrase in a document, click **Replace** on the Editing group of the Ribbon.



To undo the changes:**Undo the changes**

- Click the **Undo** button on the Quick Access Toolbar or press **CTRL + Z**.



Next article: MS Word - Lesson 5: Format the text

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