

# Word 2016 Complete Guide (Part 3): Get familiar with basic text manipulation

If you are new to Microsoft Word, you will need to learn more about the basics of how to enter, edit and organize text. Basic operations include adding, deleting and moving text on your documents, and how to cut, copy and paste text.

## Introduce

If you are new to Microsoft Word, you will need to learn more about the basics of how to enter, edit and organize text. Basic operations include adding, deleting and moving text on your documents, and how to cut, copy and paste text.

Readers can refer to the basic operations when working with Word documents in the video below:

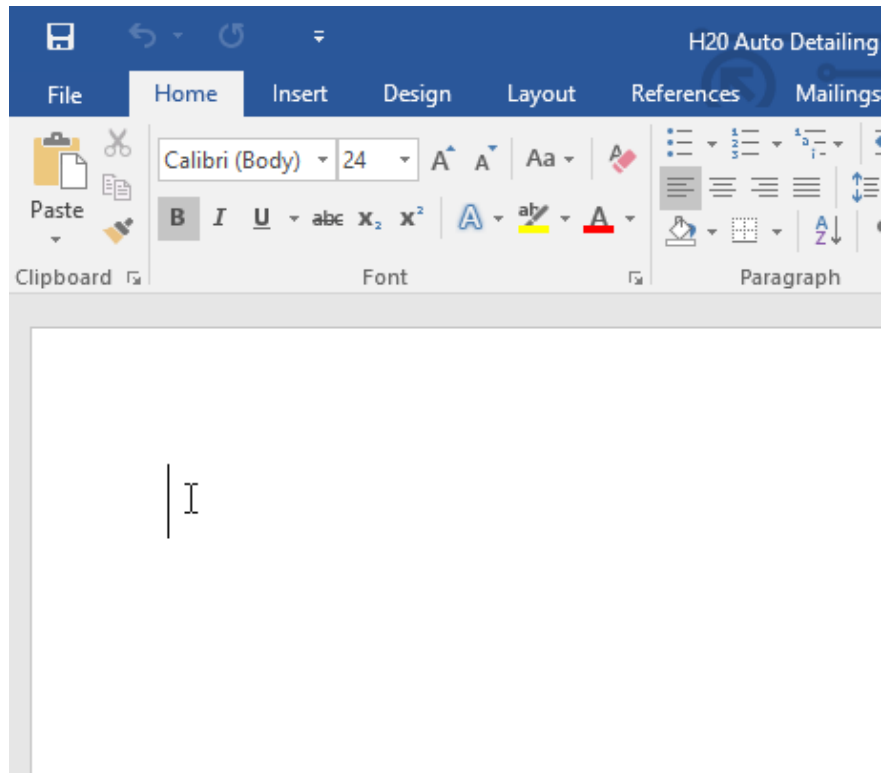
**In addition, you can refer to the Complete Guide of Word 2016 (Part 1 and 2) here:**

1. Complete guide Word 2016 (Part 1): Familiarize yourself with the Ribbon interface
2. Complete guide Word 2016 (Part 2): Get familiar with OneDrive, create, save and share documents

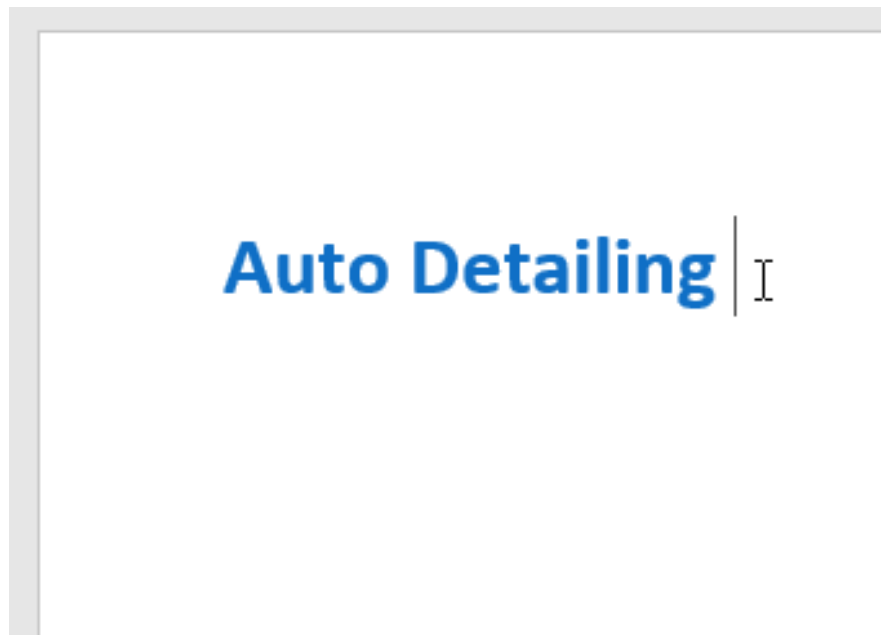
## 1. Using insertion points to add text

Insertion point is a flashing vertical line in your document. It displays the location you can enter text on the document page. You can use insertion points in many different ways.

- **Blank document** : When opening a blank document, the insertion point will appear in the top left corner of the page. If you want, you can enter text from this location.



- **Distance between words** : Press **Spacebar** to add distance after words or between paragraphs.



- **Next line down** : Press **Enter** to move the insertion point to the next line.

# Auto Detailing Services List

- **Edit specific location** : After the import is complete, you can use the mouse to move the insertion point to a specific location in the document. Simply click on the location in the text - the position where you want to place the insertion point to edit.

# Auto Detailing Services List

- **Arrow keys** : Also you can use arrow keys to move insertion points. The **left** and **right** arrows move between adjacent characters on the same line, while the **up** and **down** arrows move the paragraphs.

In a blank document you can double-click to move the insertion point to another location on the page.

## 2. Select text

Before formatting or moving text, you will have to select that text. To do this, click on the text you want to select, then release the mouse button. The selected text will be blacked out.

• **H<sub>2</sub>O 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 selecting text or image in Word, a Toolbar containing the shortcut keys will appear. If the Toolbar does not appear, try hovering over the selected item.



• **H<sub>2</sub>O Signature Wash**

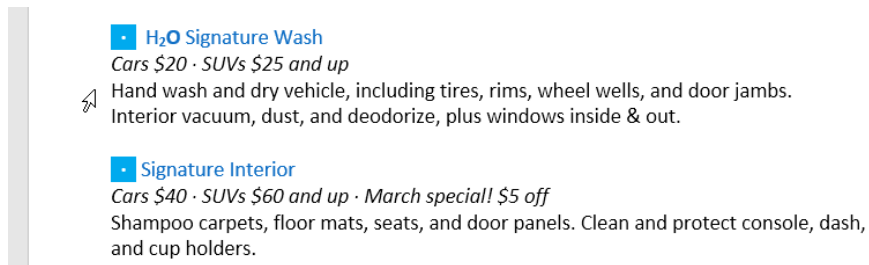
*Cars \$20 · SUVs \$25 and up*

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

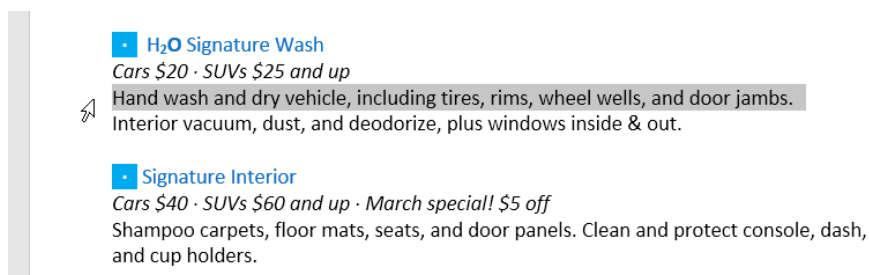
Interior vacuum, dust, and deodorize, plus windows inside & out.

### 3. Select multiple lines in the text

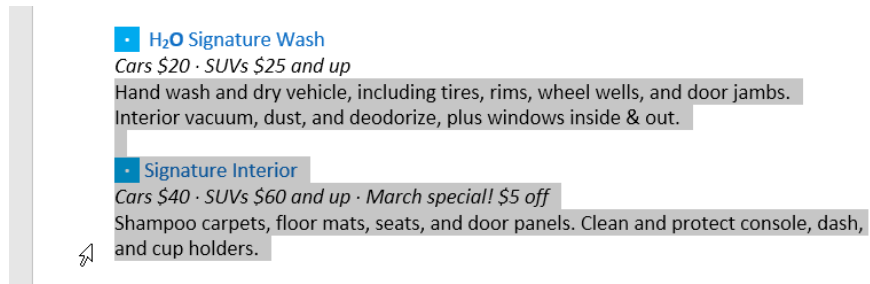
1. Move the insertion point to the left of any line.



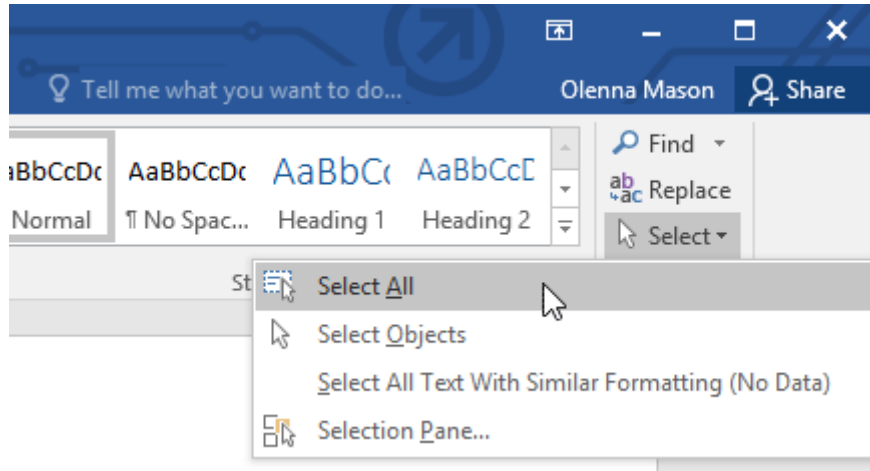
2. Click and the text will be selected.



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



4. To select all documents in the document, select the **Select** command in the **Home tab** , then click **Select All** . Or alternatively, press **Ctrl + A**.



- Other shortcuts include double-clicking to select 1 word or 3-click to select the entire sentence or paragraph.

#### 4. Delete text

Here are some ways to delete text:

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

#### 5. Copy and move the text

Word allows users to copy text in documents and paste into another location. If you want to move the text to other locations in the document, you can cut and paste or drag and drop.

##### - Copy and paste text:

1. Select the text you want to copy.

• **H<sub>2</sub>O Signature Wash**

*Cars \$20 · SUVs \$25 and up*

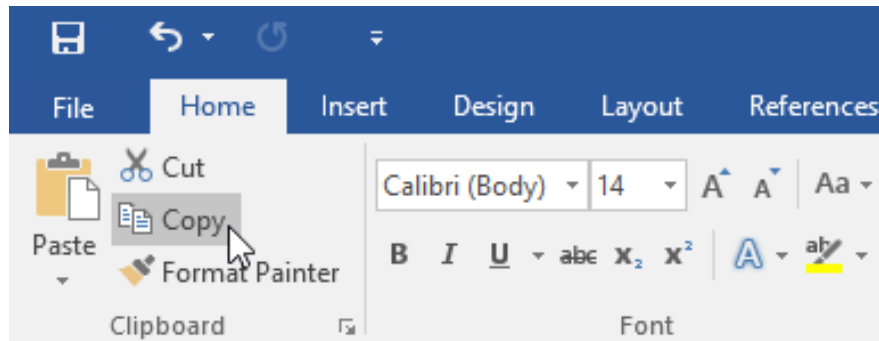
Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.  
Interior vacuum, dust, and deodorize, plus windows inside & out.

• **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**.



3. Move the insertion point to the location where you want to paste the text.

• **H<sub>2</sub>O Signature Wash**

*Cars \$20 · SUVs \$25 and up*

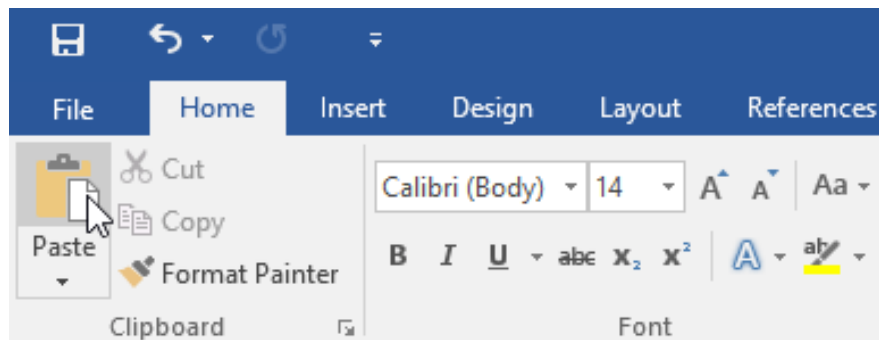
Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.  
Interior vacuum, dust, and deodorize, plus windows inside & out.

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



5. Text will appear at the location where you paste.

• **H<sub>2</sub>O 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.

• **H<sub>2</sub>O 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.

• **H<sub>2</sub>O Signature Wash**

*Cars \$20 · SUVs \$25 and up*

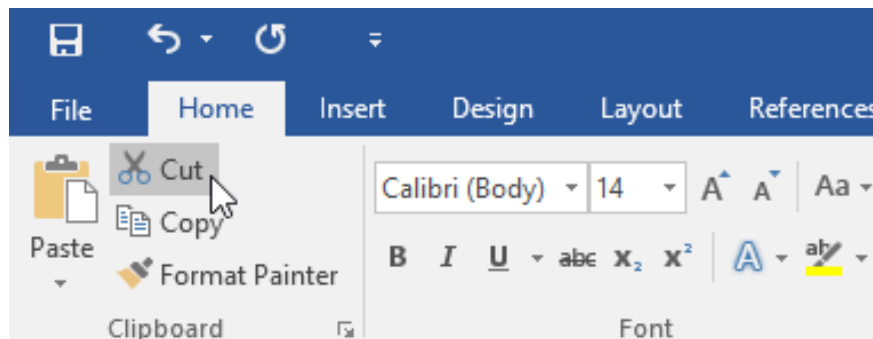
Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs.  
Interior vacuum, dust, and deodorize, plus windows inside & out.

• **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** . Or alternatively, press **Ctrl + X**.



3. Move the insertion point to the position where you want to paste the cut text.

• **H<sub>2</sub>O 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.

• **H<sub>2</sub>O Signature Interior**

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

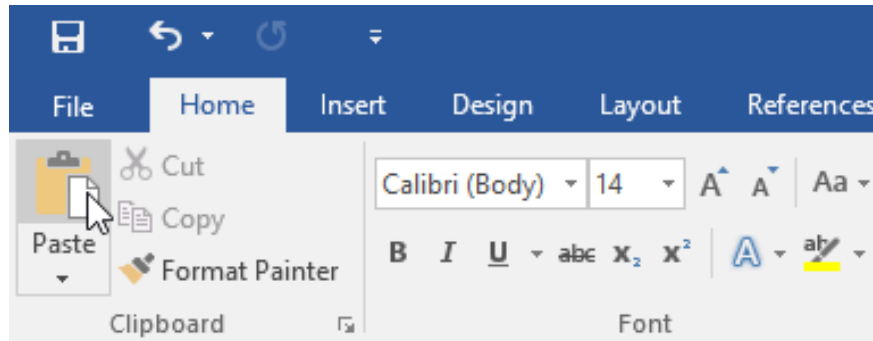
Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.

• **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**.



5. The text that you paste will appear in the location where you paste it on the document.

• **H<sub>2</sub>O 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.

• **H<sub>2</sub>O Signature Detail**

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

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

• **H<sub>2</sub>O 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.

## - 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

[H<sub>2</sub>O Mobile Wash & Valet | Just leave the details to us](#)

2. Click and drag the text to the position you want to paste. A small rectangle icon will appear below the arrow so users can know that the text is being moved.

• [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



3. Release the mouse button and the text will appear where you pasted.

• [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

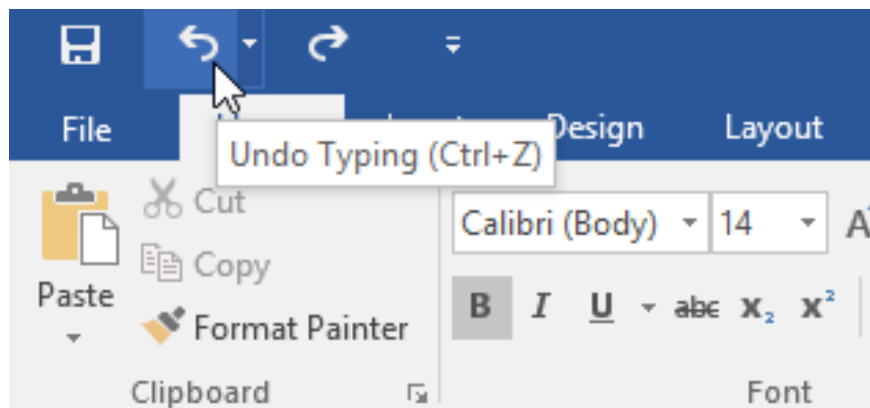
*Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.*

If the text does not appear at the exact location you want to insert, then you can press **Enter** to move the text to a new line.

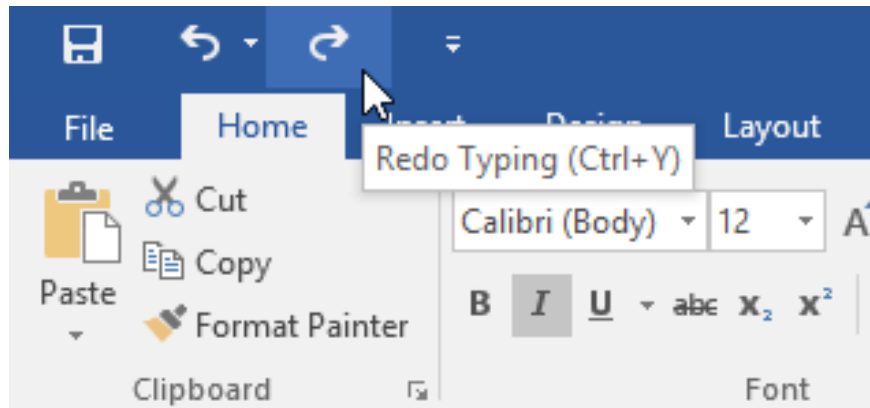
## 6. Undo and Redo

Suppose you are working on a document and you accidentally delete the text. Fortunately, there's no need to re-enter the text you just accidentally deleted. Word allows users to **undo** most recent actions.

To do this, find and select the **Undo** command on the **Quick Access Toolbar**. Alternatively, you can press **Ctrl + Z**. You can continue to use this command for multiple changes in a row.



In contrast, the **Redo** command allows you to **redo Undo** operations. Alternatively, you can access the **Redo** command by pressing **Ctrl + Y**.



## 7. Symbol

If you want to insert characters that are not on the keyboard, such as the copyright (©) or trademark (™) symbol, then you can add these symbols with the **Symbol** command.

To insert an icon:

1. Move the insertion point to the position you want to add the symbol.

**Schedule your appointment today!**

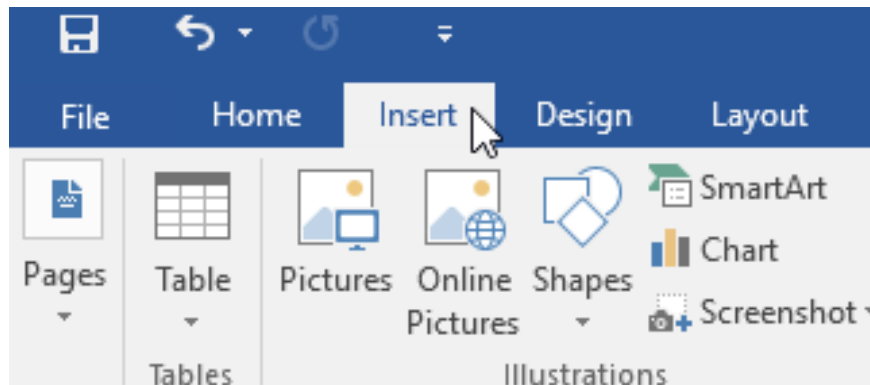
Contact Hank Odum at 321-555-5400 or [hank@H2Omobile.com](mailto:hank@H2Omobile.com)

Special rates available for weekly/monthly customers

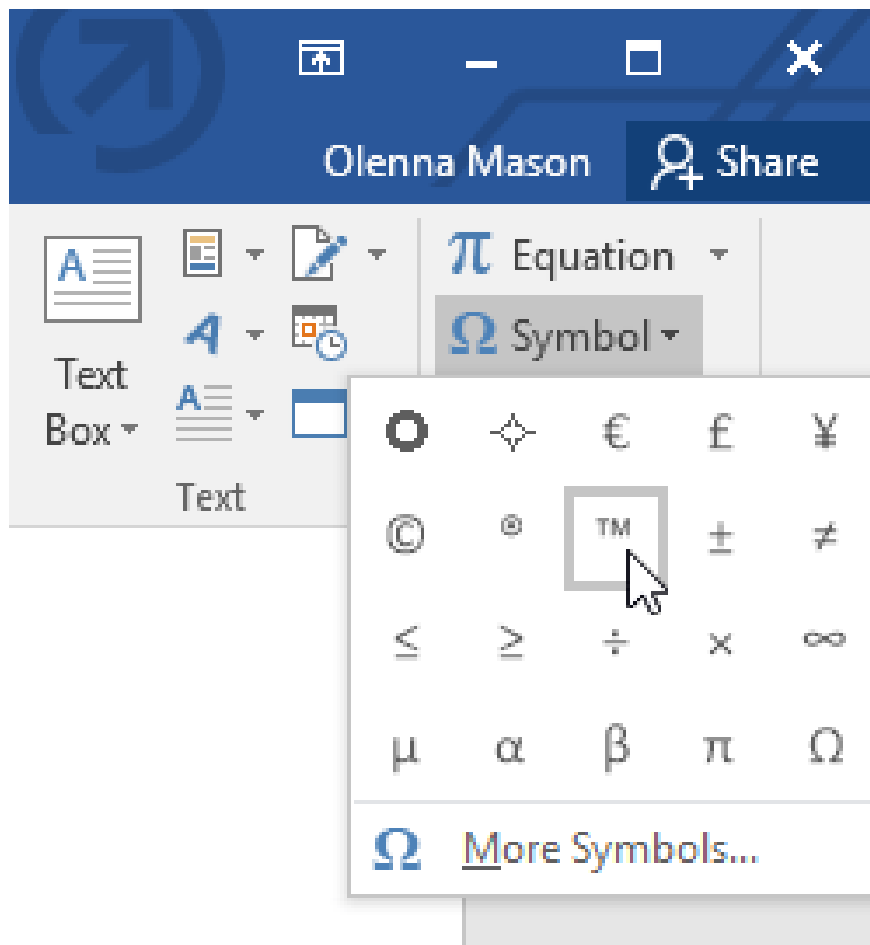
[H<sub>2</sub>O Mobile Wash & Valet](#) | Just leave the details to us!

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

2. Click the **Insert** tab .



3. Navigate and select the **Symbol** command, then select any icon you want from the drop-down menu. If you cannot find the icon you want to add, select **More Symbols** .



4. The icon you want to add will appear on the document.

**Schedule your appointment today!**

Contact Hank Odum at 321-555-5400 or [hank@H2Omobile.com](mailto:hank@H2Omobile.com)  
Special rates available for weekly/monthly customers

[H<sub>2</sub>O 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.*

**Refer to some of the following articles:**

1. How to check the version of Microsoft Office you are using is 32-bit or 64-bit
1. Fix the error "The document is locked for editing by another user" when opening a Word document
1. Download and install or reinstall Office 365, Office 2016, Office 2013 on your computer

**Good luck!**

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