

HOW TO... EDIT A WORD PROCESSING DOCUMENT

Add Text

- Move the cursor to the point where you want to add the text and click once with the mouse button. The cursor will begin to blink.
- Enter the text you want to add.

Delete Text

To the Left of the Cursor

- Left-click to anchor the cursor at the end of the word or space that you want to delete. The cursor will begin to blink.
- Press the Backspace key until the word or space is removed. (The Backspace key deletes the character or space to the left of the cursor.)

To the Right of the Cursor

- Left-click to anchor the cursor at the beginning of the word or space that you want to delete. The cursor will begin to blink.
- Press the Delete key until the word or space is removed. (The Delete key deletes the character or space to the right of the cursor.)

Select and Delete Text

- Anchor the cursor at the beginning of the text that you want to delete.
 - Hold down the left mouse button and highlight all of the text you want to delete by dragging the mouse to the right and down.
 - Release the mouse button.
 - Press the Delete key.
- OR**
- Use the arrow keys to move the cursor to the beginning of the text you want to delete.
 - Press the F8 function key twice to highlight a word, three times for a sentence, or four times for a paragraph.
 - Press the Delete key.

Use the Undo Command

Using the Menu bar

- Click on the Edit Menu and choose Undo Editing.

Using the Standard Toolbar

- Left-click on the Undo button located two buttons to the right of the Paste button.

Move Text—Two Methods

- Cut and Paste Method
- Drag and Drop Method

Cut and Paste Text

- Select the text to be cut.
- Click on the Cut tool on the Standard toolbar. Or, click on Edit menu and select Cut.
- Move and anchor the cursor at the location where you want to paste the text that has been cut.
- Click on the Paste tool on the Standard toolbar. Or, click on Edit menu and select Paste.

Drag and Drop Text

- Select the text to be moved.
- Move the cursor to point inside the selected text.
- Left click and continue to hold the mouse button until the selected text is relocated.
- Move the I-beam to the desired location.
- Release the left mouse button to drop the text in new location.

Copy Text

- Select the text to be copied.
- Click on the Copy tool on the Standard toolbar. Or, click on Edit menu and select Copy.
- Move and anchor the cursor at the location where you want to paste the text that has been copied.
- Click on the Paste tool on the Standard toolbar. Or, click on Edit menu and select Paste.

Save Text

- Click on File menu and select Save As to name and save an original document or to save an existing document with a new name.
- Click on File menu and select Save to save an existing document and revisions made to the document since the last save. Or, click on the Save button on the Standard toolbar.

Use Find Feature

- Click on the Edit menu and choose Find.
- In the Find and Replace Dialog box, select the Find tab, and enter the character(s) or word(s) that you want to find.
- Click the Find Next option.
- To find other occurrences, continue clicking Find Next.
- To quit, choose the Cancel option.
- If you want to find only the exact word and not a variation of the word, select the 'Match whole word only' box.
- If you want to find a word with specific letters uppercase or lowercase, select the 'Match case' box.

Use Replace Feature

- Click on the Edit menu and choose Replace.
- In the Find and Replace Dialog box, select the Replace tab, and enter the word to be replaced in the 'Find what' box.
- Enter the word that should replace the first word in the 'Replace with' box.
- If you want to replace all occurrences at one time, click the Replace All option. Otherwise, click Find Next to find each occurrence and click Replace to replace those to be changed.
- Choose the Close option to quit.