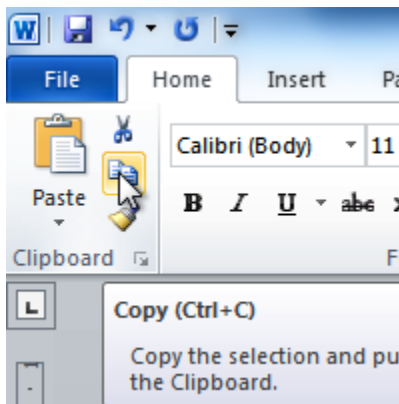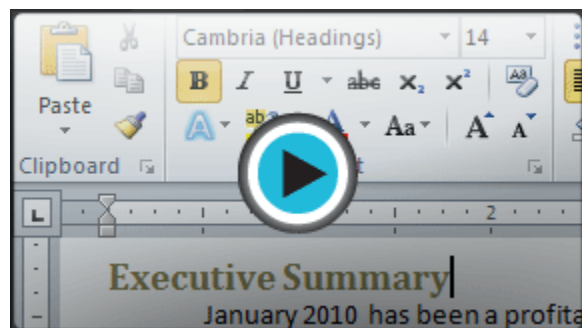# Text Basics

Introduction

It is important to know how to perform **basic tasks with text** when working in a word processing application. In this lesson you will learn the basics of working with text including how to **insert**, **delete**, **select**, **copy**, **cut**, **paste**, and **drag and drop** text.

Working with Text

To Insert Text:

1. Move your mouse to the location you wish text to appear in the document.

2. Click the mouse. The **insertion point** appears.

The insertion point

3. Type the text you wish to appear.

To Delete Text:

1. Place the **insertion point** next to the text you wish to delete.

2. Press the **Backspace** key on your keyboard to delete text to the **left** of the insertion point.

3. Press the **Delete** key on your keyboard to delete text to the **right** of the insertion point.

To Select Text:

1. Place the **insertion point** next to the text you wish to select.

2. Click the mouse, and while holding it down, drag your mouse over the text to select it.

3. Release the mouse button. You have selected the text. A **highlighted box** will appear over the selected text.

Executive Summary

January 2010 has been a profitable month and the company has shown growth in many arenas. Ad sales are up by 23% and capital expenditures have decreased since 4th quarter in the Sales Department. The sales team hired a **new design specialist, the role of VP of sales was filled, a new sales chief** position was created, and the sales team accrued 14 new clients, including one national chain. Additionally, online ad sales doubled since July of last year. Statistics indicate that sales in most markets increase with the use of online ads and our clients are reading those statistics and responding to them. Marketing trends indicate that this growth will continue.

Selecting text

When you select text or images in Word, a **hover toolbar** with formatting options appears. This makes formatting commands easily accessible, which may save you time. If the toolbar does not appear at first, try moving the mouse over the selection.
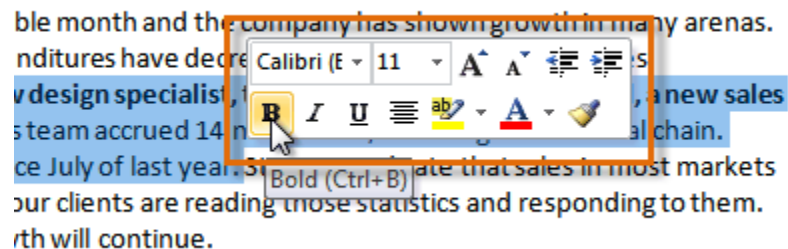
Hover toolbar with formatting options

To Copy and Paste Text:

1. Select the text you wish to copy.

2. Click the **Copy** command on the **Home** tab. You can also right-click your document and select **Copy**.
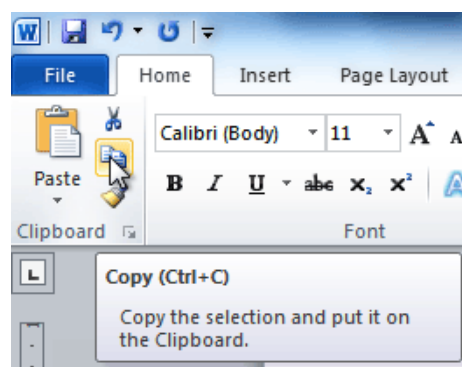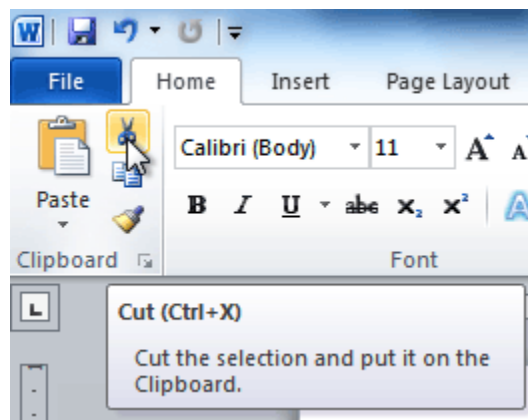
The Copy command

3. Place your insertion point where you wish the text to appear.

4. Click the **Paste** command on the Home tab. The text will appear.

To Cut and Paste Text:

1. Select the text you wish to copy.

2. Click the **Cut** command on the **Home** tab. You can also right-click your document and select **Cut**.

The Cut command

3. Place your insertion point where you wish the text to appear.

4. Click the **Paste** command on the **Home** tab. The text will appear.

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 click on it.
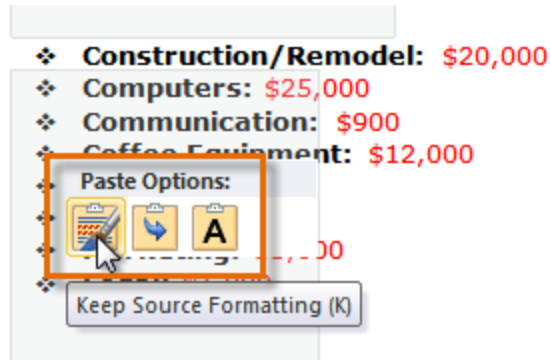
Paste Options

To Drag and Drop Text:

1. Select the text you wish to copy.

2. **Click and drag the text** to the location you wish it to appear. The cursor will have a rectangle under it to indicate that you are moving text.

Dragging and dropping text

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

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

Find and Replace

When you're working with longer documents, it can be difficult and time consuming to locate a specific word or phrase. Word can automatically search

your document using the **Find** feature, and it even allows you to change words or phrases using **Replace**.

To Find Text:

1. From the **Home** tab, click the **Find** command. The **Navigation** pane will appear on the left side of the screen.
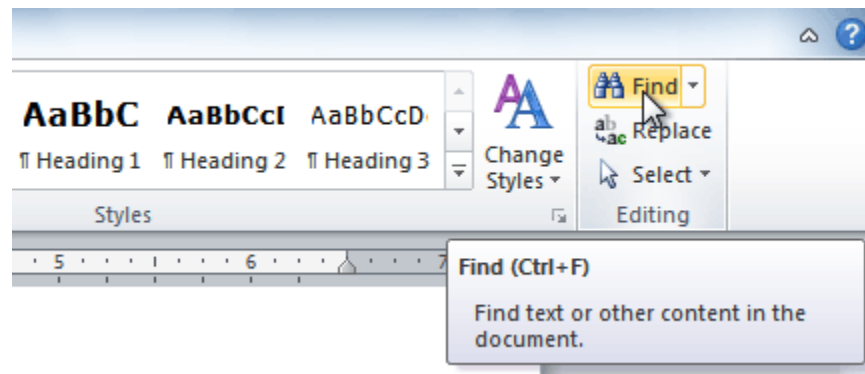
Clicking the Find command

2. Type the text you wish to find in the field at the top of the Navigation pane.

3. If the text is found in the document, it will be highlighted in yellow, and a preview will appear in the Navigation pane.

4. If the text appears more than once, you can click the **arrows** on the Navigation pane to step through the results. You can also click the **result previews** on the Navigation pane to jump to the location of a result in your document.
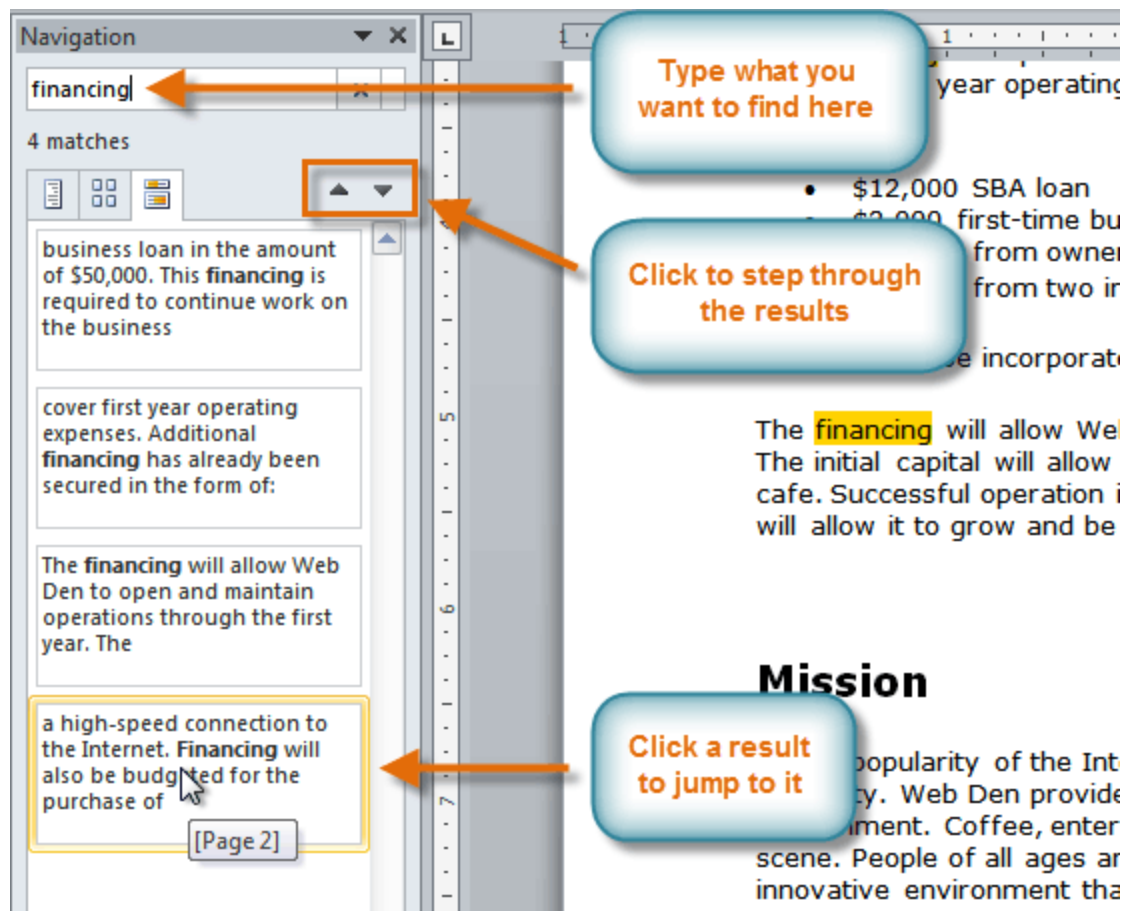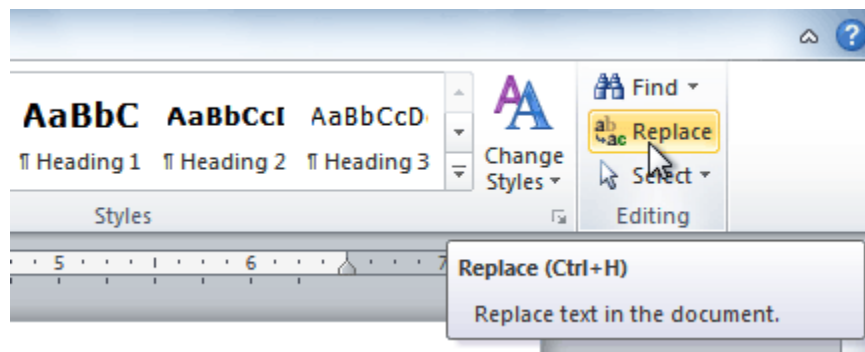
The Navigation pane

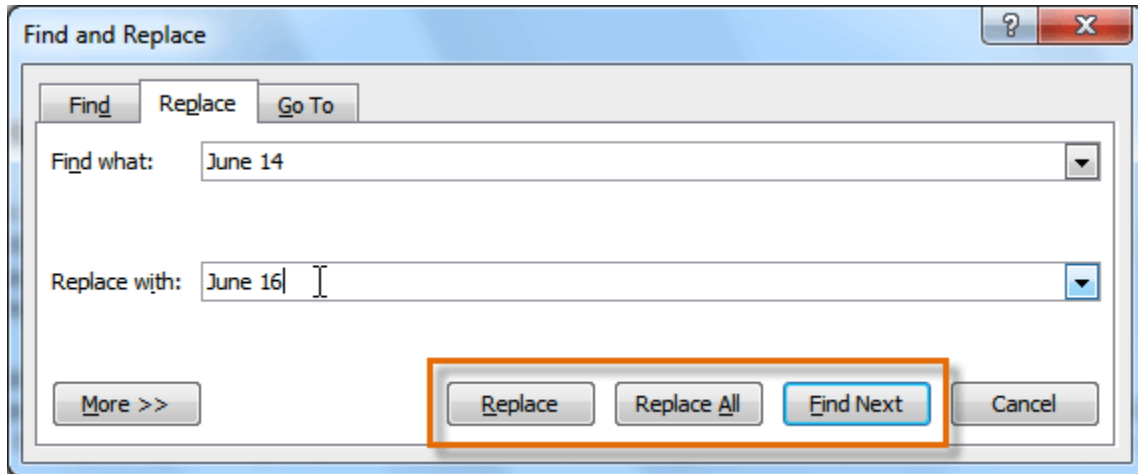5. When you close the Navigation pane, the highlighting will disappear.

To Replace Text:

1. From the **Home** tab, click the **Replace** command. The **Find and Replace** dialog box will appear.

Clicking the Replace command

2. Type the text you wish to find in the **Find what** field.

3. Type the text you wish to replace it with in the **Replace with** field.

4. Click **Find Next** and then **Replace** to replace text. You can also click **Replace All** to replace all instances within the document.

The Find and Replace dialog box