

# Microsoft Word

## Lesson 2: Editing Documents

### Overview-Lesson Learning Objectives:

This lesson presents many editing techniques that are available in Word 2002. Students will be able to understand the concepts of editing text using cut paste features. They will also be able to create documents using the Word 2002 templates and wizard. The students will learn the following skills:

- Search the files
- Select text and undo actions
- Cutting, Copying and Moving Text
- Copying and Moving Text with mouse
- Create a document using Wizard
- Create a document using Template
- Use the Office Assistant
- Use the Word Help features

### Teaching Tips and Strategies:

#### Searching for Files: (WD 2.2)

Search is an important command that can assist the users to find the files quickly. Earlier we had stated that if one follows a file naming convention, it becomes easy to locate files quickly.

Microsoft Word searches files by words that has been entered in the search text box. Basic search return files containing these words, whether they are in the body of the file, in keywords or in other file properties. You can search the titles, contents, or properties of files. To narrow down the search, one can either specify where to search – the hard drive, the floppy, etc. and by entering more words in the Search text box.

It would also be appropriate to teach students about wildcard characters that could be used in the search process.

We can use two wildcard characters - \* and ?

The asterisk (\*) character represents one or more group of characters. For example, to find all files starting with ST, you can enter ST\* in the search text box to find all files starting with ST.

The question mark (?) character represents any single character. For example, you may want to find all the Test files according to your naming convention of TEST1, TEST2, etc. You can enter in the Search text box the Word – TEST? and Word will find all the files starting with TEST and the fifth character can be anything.

#### Selecting Text and Undoing Actions: (WD 2.4)

##### Selecting Text

A block of text can be selected as a word, sentence, line, paragraph or the entire document. Table 2-1 on Page WD 2.5 of the text specifies the action to be taken to select a particular block of text.

Once the block of text is selected, you can perform a particular action on it such as cutting, copying, move or formatting.

##### Undo Action:

If you would like to undo the action performed then Word allows you to reverse the last action by clicking on the undo button on the Standard Toolbar. For example: If you delete a block of text, then the Undo command will restore the original text in its location.

**Note:** Microsoft Word remembers a few of the most current actions performed. When you Undo, a list of the most recent actions that can be undone is displayed. When you undo an action, you also undo all actions above it in the list.

**Cutting, Copying and Moving Text (WD 2.6)**

The Cut and Paste commands is the most common method to move text from one location to another. If you would like to copy the selected text, then use the Copy and Paste command to duplicate the text.

The steps to perform are as follows:

1. Select the text to be copied or moved.
2. To move the text, click on Cut icon on the Standard Toolbar.
3. To copy the text, click on Copy icon on the Standard Toolbar.
4. Click where you want the text to appear.
5. Click on Paste on the Standard Toolbar.

**Copy Multiple Items:**

1. Make sure that the Office Clipboard is open in the Task Pane by clicking on the Office Clipboard on the Edit menu.
2. Select the first item to be copied.
3. Click Copy on the Standard toolbar.
4. Continue copying items from documents until you have collected all of the items to be copied. **Note:** Clipboard allows you to hold a maximum of 24 items.
5. To paste all the items you copied, click Paste All on the Office Clipboard task pane.

**Note:** To copy multiple items that aren't next to each other, you can select one item, hold down CTRL, and then select the next item.

**Creating a Document with a Wizard (WD 2.10)**

Wizard is an interactive tool that is available in Microsoft Word to help you create stylized documents such as resumes, calendars, brochures, etc. in a step-by-step method. It is a series of dialog boxes that automates the document creation process.

**Creating a Document with a Template (WD 2.14)**

Every Microsoft Word document is based on a template. The default template is called the Normal Template and has the basic settings of Times New Roman Font Size 12. In other words, template is like a master document with formatting and layout based on a collection of stored settings. It can be used over and over again by saving the file with different names.

The Word application software comes with numerous templates such as memorandum, fax, letter, etc. You can use the templates available with Microsoft Word or can create one if needed.

**Using the Office Assistant (WD 2.18)**

Microsoft Office comes with an Office Assistant Help feature to assist you in solving the problems you might have. For example, you would like to know about hanging indent. Then you would simply type hanging indent in the text box of the Office Assistant Help and you will get help regarding the hanging indent.

So, instead of the paper-based manual, the manual is online in an interactive format that understands simple English question structure.

**Other Word Help Features (WD 2.20)**

The Word help offers a lot of assisting to both the first time and experienced users. If the Office Assistant is turned off, then the Word Help is organized in a nice Table of Contents.

With the Help, one can search for specific words or phrases from a list of keywords in the Index or from the Table of Contents. Also, if you are linked to the internet, there is help available through the Web Pages.

## **Lecture Notes**

### Searching for Files

- Search dialog box
- Selecting other search locations
- Wild Characters (\* and ?)
- Advanced Search Criteria
  - Text or Property
  - Condition
  - Value

### Selecting Text

- Using selection bar
- Using mouse
- Using keyboard shortcuts

### Undoing Actions

- Edit Menu - Undo
- Undo button – Standard Toolbar
- Redo Command

### Cutting Text

- Select text
- Edit Menu – Cut command
- Cut button – Standard Toolbar

### Pasting Text

- Edit Menu – Paste command
- Paste button – Standard Toolbar
- Drag and Drop Technique

### Copying Text

- Select text
- Edit Menu – Copy command
- Copy button – Standard Toolbar
- Drag and Drop Technique

### Copy Multiple Items

- Office clipboard
- Office Clipboard Task Pane
- Difference – Office and Windows clipboard

### Creating a Document with a Wizard

- Wizard Definition

### Creating a Document with a Template

- Template Definition

### Using the Office Assistant

- Ask a Question
- List of Help topics
- Print Help topic
- Disable Office Assistant

### Other Word Help Features

- What's This?
- Screen Tip
- Help tabs
  - Contents Tab
  - Answer Wizard tab
  - Index Tab

## **Text Solutions**

**A. Identify Key Features**

1. Undo button (WD 2.4)
2. Cut button (WD 2.6)
3. Copy button (WD 2.6)
4. Selection Bar (WD 2.5)
5. Selection Bar mouse pointer (WD 2.5)
6. Paste button (WD 2.6)
7. Selected text to be cut of copied (WD 2.7)
8. Selected text will be inserted here (WD 2.9)
9. Drag-and-Drop pointer (WD 2.9)

**B. Select the Best Answer**

10. c (WD 2.4)
11. h (WD 2.18)
12. f (WD 2.10)
13. b (WD 2.5)
14. g (WD 2.6)
15. a (WD 2.2.21)
16. e (WD 2.14)
17. d (WD 2.6)

**C. Complete the Statement**

18. c (WD 2.14)
19. d (WD 2.8)
20. b (WD 2.10)
21. d (WD 2.5)
22. c (WD 2.5)
23. a (WD 2.18)
24. c (WD 2.20)
25. a (WD 2.6)
26. d (WD 2.2)