

## 04a Text Basics

### Introduction


If you're new to Microsoft Word, you'll need to learn the **basics of working with text** so you can type, reorganize and edit text. Basic tasks include the ability to **add, delete, and move text**, as well as the ability to **find and replace specific words or phrases**.

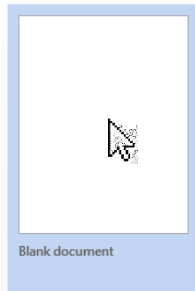
Play the video by clicking the link below:



### Exercise 04a

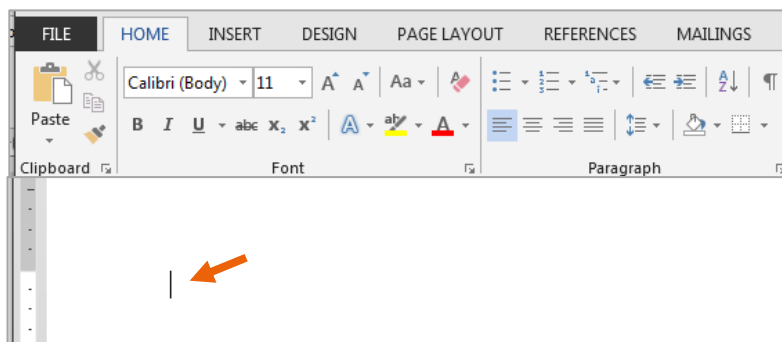
Using the sample as a guide, follow the directions below to complete the exercise.

- Open Word 2013 by clicking the  **Word Icon on the Task Bar**.
- From the Word start screen, click the **Blank Document Icon** to open a new document.

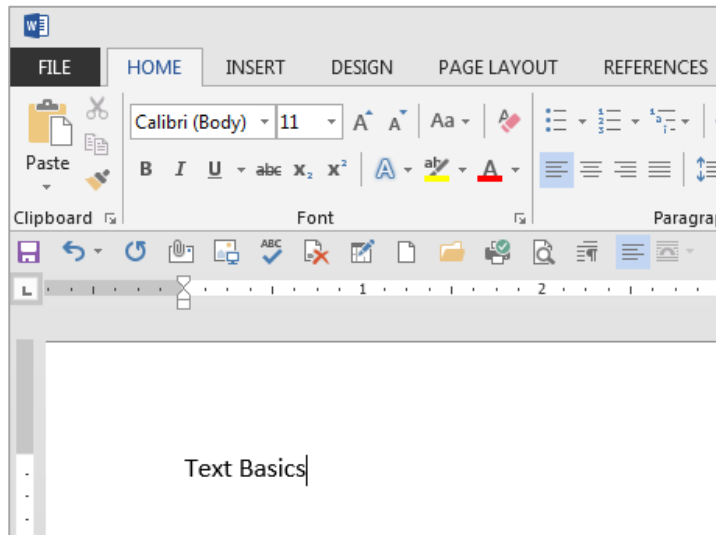


- The **insertion point** is the blinking vertical line in your document. It indicates where you can enter text on the page.

When a blank document opens, the **insertion point** is located in the top left corner of the page. If you wish, you can begin typing from this location.



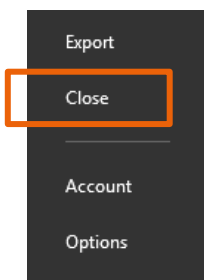
Type a few words in the document.



- Click **File**



- Click **Close**. Do not save the file.

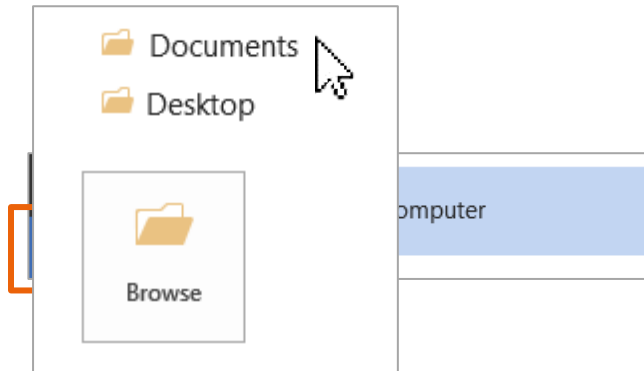


- Open the following document: **Word 04a Template TEXT BASICS**. Keep this document (instructions) and **Word 04a Template TEXT BASICS** open in the same screen (**REMINDER:** steps to keep 2 documents open in same screen covered in Word Exercise 1c)

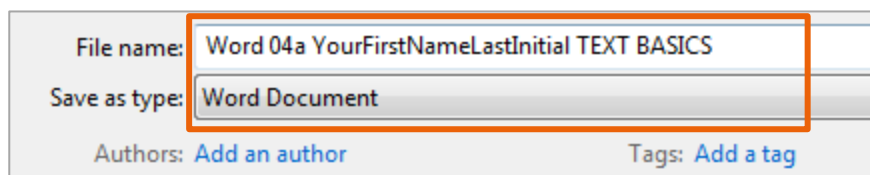
- Save the document by clicking **File**.



- Click Save As.
- Save the document in your **Documents folder**.  
Click the folder to open it.



- Name your file by typing in the *File Name* box:



**Word 04a YourFirstNameLastInitial TEXT BASICS**

Save as type: *Word Document*

**Read the instructions below to practice navigating through your document:**

- Click anywhere on the document to activate the window.
- A quick way to **scroll up and down** in your document:  
is to **Roll the wheel on your mouse.**

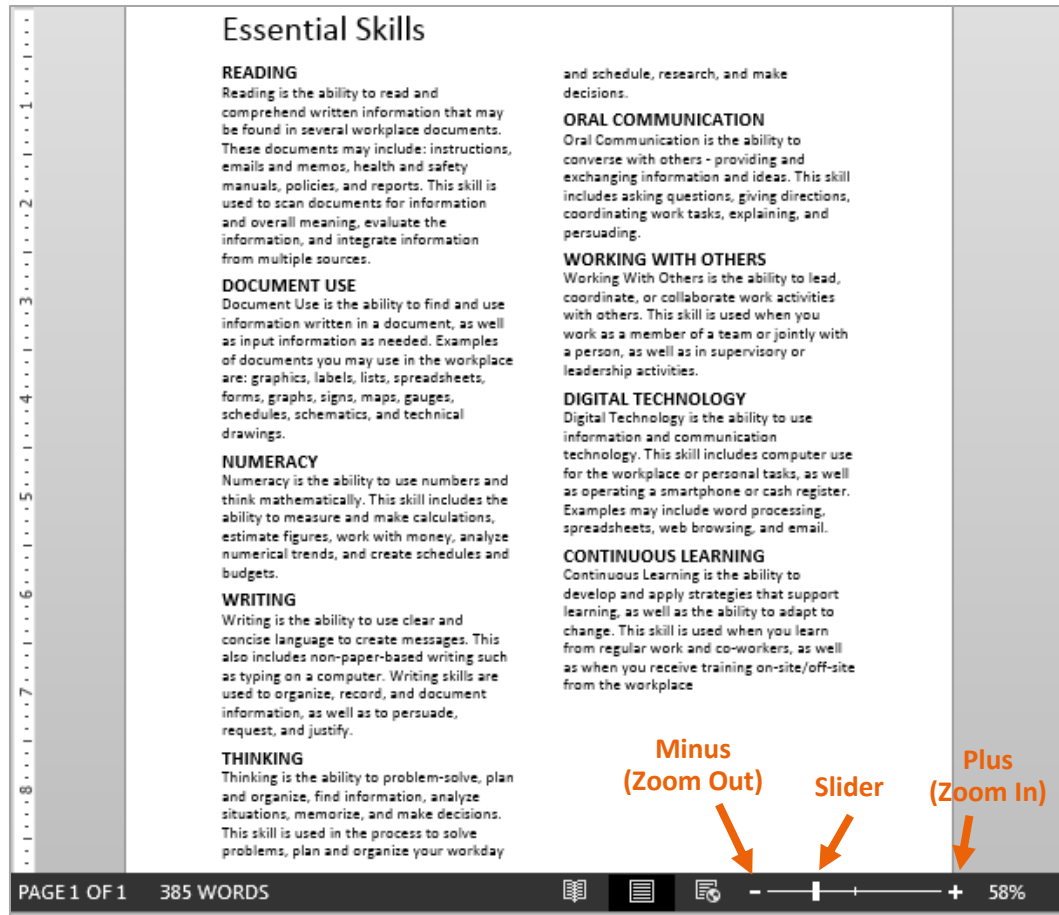
*Rolling forward moves the page up  
Rolling backward moves the page down.*

- A quick way to zoom **in and out** of your document:  
**Hold down the Ctrl key + roll the wheel on your mouse.**

*Rolling forward zooms in, rolling backward zooms out.*

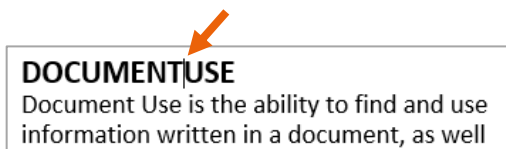
- Take the time to practice this a few times.

- Another way to **zoom in and out** of your screen using the **zoom slider** or the **plus** and **minus symbols** on the bottom right corner of the document window.
- Take the time to practice this a few times.



**Add spaces in between text:**

- Click the insertion point (cursor) in between the words *DOCUMENT* and *USE*.  
**Press the spacebar** to add a space.



**Add spacebar spaces** where needed for the remaining titles on the page:

- ORAL COMMUNICATION
- WORKING WITH OTHERS
- DIGITAL TECHNOLOGY
- CONTINUOUS LEARNING

**Add new paragraph lines:**

Pressing enter on your keyboard will move your cursor to the **next paragraph line**.

- In the Paragraph titled: *READING*, **click** before the word **This** and press the **enter key** once.

*Note: Put your insertion point (cursor) after the spacebar space, otherwise the spacebar space will move to the new paragraph line and the text will not line up on the left side.*

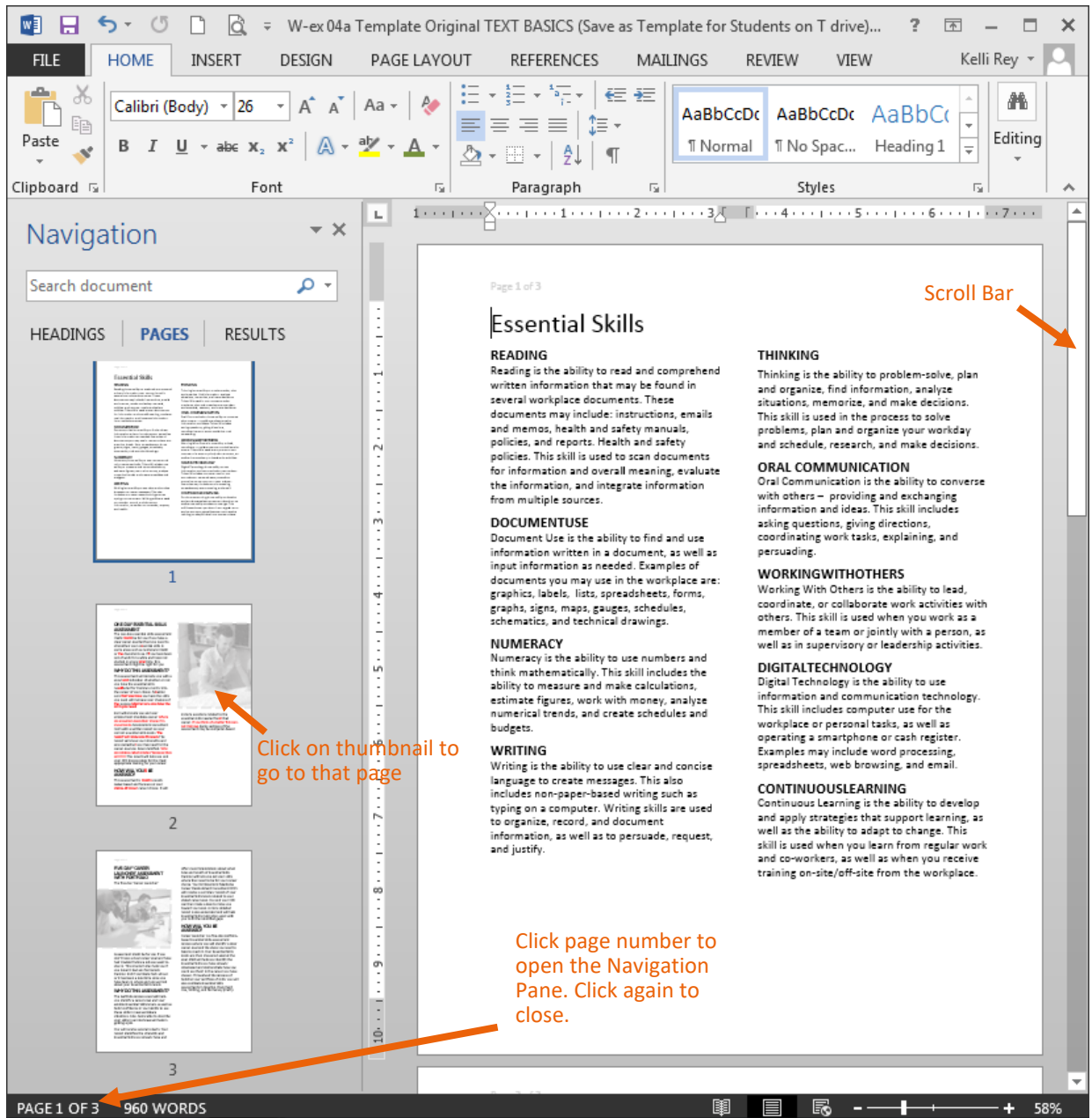
*First paragraph example:*

policies.(spacebar space) / This skill is used to scan documents

- Add a new paragraph line** in the text where indicated by a black bar

<p><b>READING</b> Reading is the ability to read and comprehend written information that may be found in several workplace documents. These documents may include: instructions, emails and memos, health and safety manuals, policies, and reports. Health and safety policies. This skill is used to scan documents for information and overall meaning, evaluate the information, and integrate information from multiple sources.</p> <p><b>DOCUMENT USE</b> Document Use is the ability to find and use information written in a document, as well as input information as needed. Examples of documents you may use in the workplace are: graphics, labels, lists, spreadsheets, forms, graphs, signs, maps, gauges, schedules, schematics, and technical drawings.</p> <p><b>NUMERACY</b> Numeracy is the ability to use numbers and think mathematically. This skill includes the ability to measure and make calculations, estimate figures, work with money, analyze numerical trends, and create schedules and budgets.</p> <p><b>WRITING</b> Writing is the ability to use clear and concise language to create messages. This also includes non-paper-based writing such as typing on a computer. Writing skills are used to organize, record, and document information, as well as to persuade, request, and justify.</p>	<p><b>THINKING</b> Thinking is the ability to problem-solve, plan and organize, find information, analyze situations, memorize, and make decisions. This skill is used in the process to solve problems, plan and organize your workday and schedule, research, and make decisions.</p> <p><b>ORAL COMMUNICATION</b> Oral Communication is the ability to converse with others – providing and exchanging information and ideas. This skill includes asking questions, giving directions, coordinating work tasks, explaining, and persuading.</p> <p><b>WORKING WITH OTHERS</b> Working With Others is the ability to lead, coordinate or collaborate work activities with others. This skill is used when you work as a member of a team or jointly with a person, as well as in supervisory or leadership activities.</p> <p><b>DIGITAL TECHNOLOGY</b> Digital Technology is the ability to use information and communication technology. This skill includes computer use for the workplace or personal tasks, as well as operating a smartphone or cash register. Examples may include word processing, spreadsheets, web browsing, and email.</p> <p><b>CONTINUOUS LEARNING</b> Continuous Learning is the ability to develop and apply strategies that support learning, as well as the ability to adapt to change. This skill is used when you learn from regular work and co-workers, as well as when you receive training on-site/off-site from the workplace.</p>
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- Go to **Page 2** in the document. You can do this a few ways:
  - a. Scroll down the page using the **wheel** on your mouse.
  - b. Move the **scroll bar** on the right side of the document window.
  - c. Click the **page number** on the bottom left corner of the document window. Click the **thumbnail** to go to that page. Click the **X** on the top of the pane to close it.



**Delete Text using the Backspace key:**

- Click your cursor between the M and E.  
To delete text to the **left** of the insertion point, press the **backspace** key on your keyboard.

**ONE-DAY ESSENTIAL SKILLS  
ASSESSMENT**

**Delete Text using the Delete key:**

- Place your cursor before the letter **s**
- Press the **delete** key on your keyboard to delete a letter to the **right** of the insertion point.

The one-day essential skills assessment might be for you if you have a clear career goal but feel you need to strengthen your essential skills in some areas such as numeracy (math)

**Next, you will practice the different options available to select text:**

- Click** your cursor at the beginning of paragraph, next to the word *The*.

**ONE-DAY ESSENTIAL SKILLS  
ASSESSMENT**

The one-day essential skills assessment might be for you if you have a clear career goal but feel you need to strengthen your essential skills in some areas such as numeracy (math) or **the** document use. **If** you have been out of work for a while and have not studied in a long **long** time, this assessment might be right for you.

- Practice each of the options below a couple of times to get familiar with the different ways to select text. When your text is selected, you will see a gray box covering the text.

Hold down the Shift key	press the left or right arrow key press several times	selects a character selects several characters
Hold down the Shift key	press the up or down arrow key press several times	selects a line selects several lines
Hold down the Shift + Ctrl keys	press the left or right arrow key press several times	selects a word selects several words
Hold down the Shift + Ctrl keys	press the up or down arrow key press several times	selects a paragraph selects several paragraphs
Hold the the Ctrl key	press the A key once	selects entire document
Click + hold down your mouse	drag it over the text and release	selects where you drag
Double click a word quickly	---	selects a word
Triple click a word quickly	---	Selects a paragraph

**You will now continue to edit the document:**

- Use one of the text selection options you practiced above to select the word *the*

**ONE-DAY ESSENTIAL SKILLS  
ASSESSMENT**

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- Press the **delete** key on your keyboard to delete the word.
- Delete all the orange coloured text on page 2 using any of the text selection methods you prefer.**

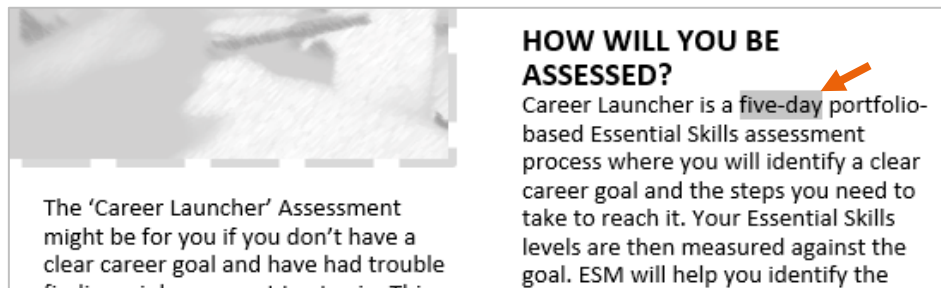
- Go to **Page 3** in the document.

**Copying and Moving Text:**

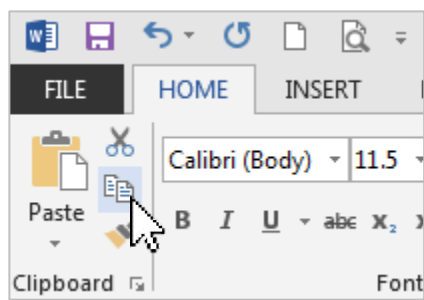
Word allows you to **copy** text that is already in your document and **paste** it to other areas of the document, which can save you time. If there is text that you wish to move from one area of the document to another, you can **cut and paste** or **drag and drop** the text.

Copying text creates a duplicate of the text.

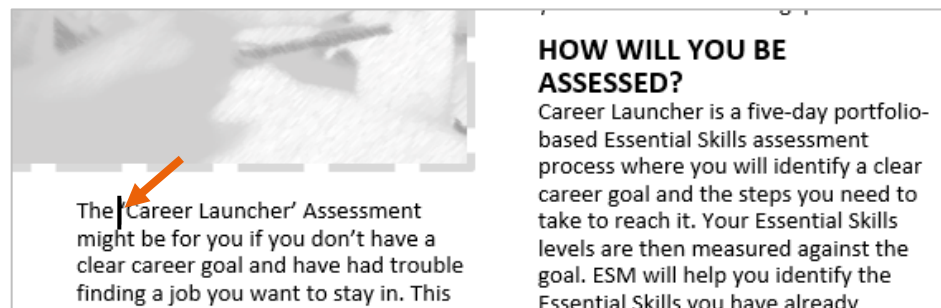
- Select** the text *five-day*.



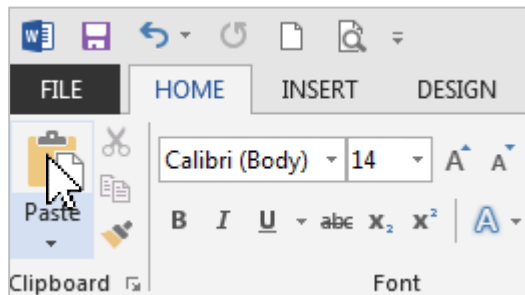
- Click the **Copy** command on the Home Tab. You can also **right-click** the selected text and select **Copy** from the drop down menu.



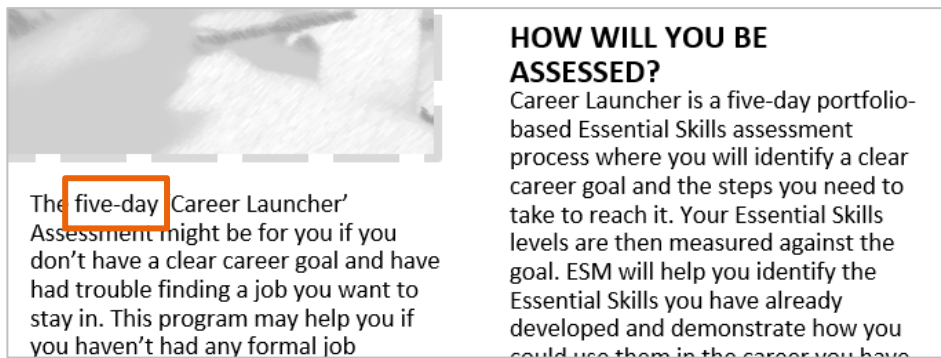
- Place the **cursor** (insertion point) between *The* and *'Career Launcher'*.



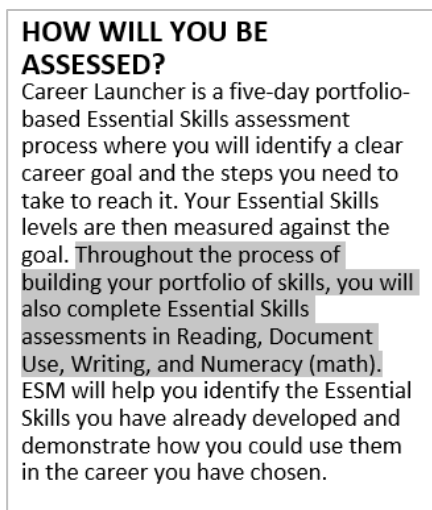
- Click the **Paste** command on the Home Tab.  
You can also right-click the selected text and select **Paste**.



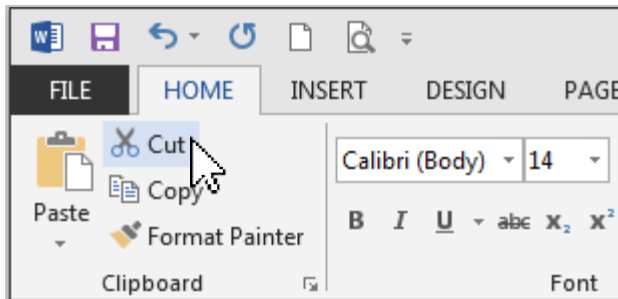
- The text will appear.



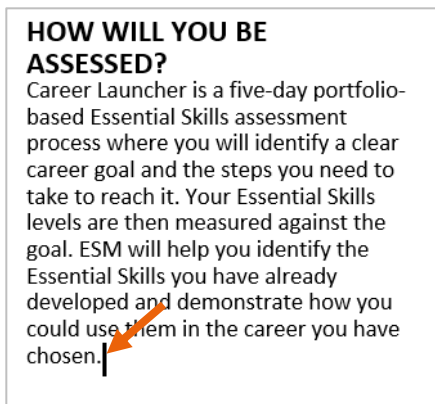
- To cut and paste text:**  
Select the text you wish to cut – **select the text** as shown below.



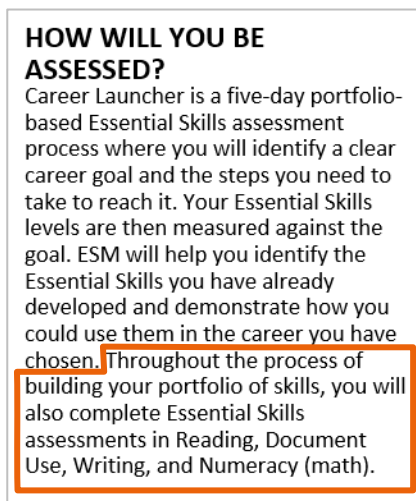
- Click the **Cut** command on the **Home** Tab.  
You can also right-click the selected text and select **Cut**.



- Place your **insertion point** (cursor) at the end of the paragraph.



- In the Home tab, click the **Paste** command. The text will appear.

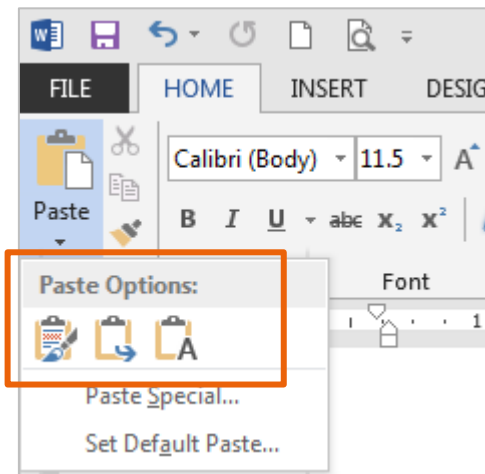


\* **TIP:** You can access the cut, copy and paste commands by using the keyboard shortcuts:  
Press **Ctrl+X** to cut, **Ctrl+C** to copy, and **Ctrl+V** to paste.

\* **TIP:** Paste offers various options. These options determine how the text will be formatted:

- a. **Keep Source Formatting**
- b. **Merge Formatting**
- c. **Keep Text Only**

You can hover the mouse on each icon to see what it will look like before you click it. Most times, you will use the first paste option (a.)



#### Drag and Dropping text:

Dragging and dropping text allows you to use the mouse to move text.

- Select the **text** you wish to move – select the word *WITH*.



- Click, hold down** the mouse and **drag** the text between the words *Assessment* and *Portfolio*. The cursor will have a **rectangle** under it to indicate that you are moving text.



- Release** the mouse button, and the text will appear.



- Go to **Page 4** in the document. Select all the text on the page.

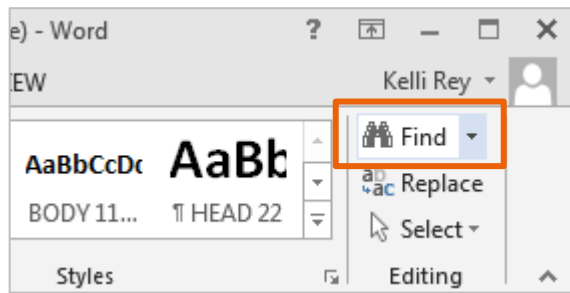
**Find and Replace Text:**

When you're working with longer documents, list of names or dates, it can be difficult and time consuming to locate specific words and phrases.

Word can automatically search your document using the **Find** feature, and it allows you to quickly change words or phrases using **Replace**.

In our example, we will use the Find command to locate all the participants scheduled to start on Mar 27.

- From the **Home** tab, click the **Find** command. If your document window is narrow you will have to click the button labelled **Editing** to get to the Find command.

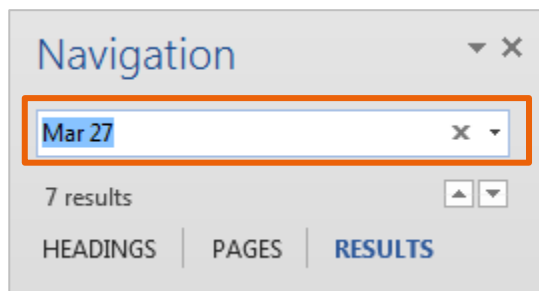


The **Navigation** pane will appear on the left side of the screen.

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

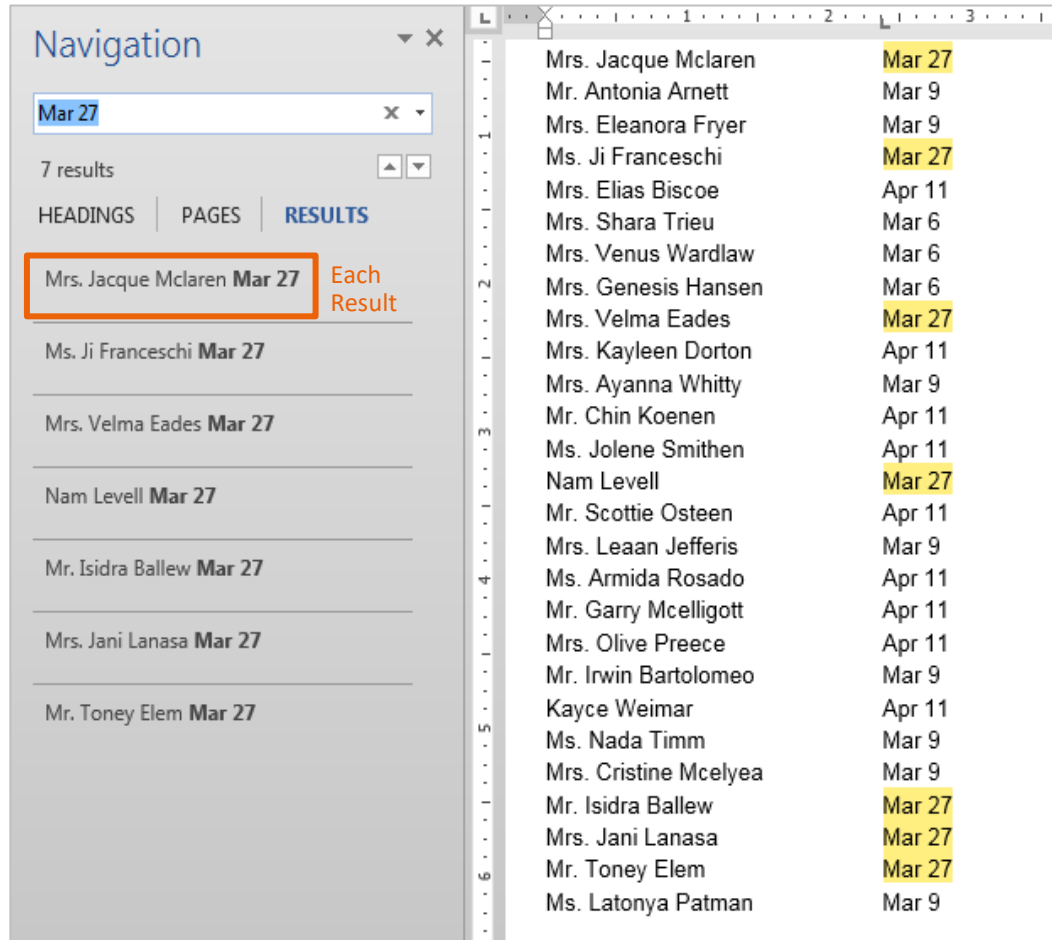
In our example, we will find *Mar 27*.

- Type** *Mar 27* in the box.

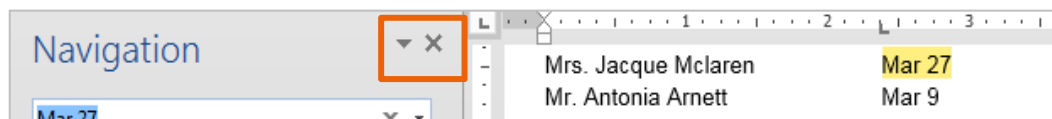


If the text is found in the document, it will be **highlighted** in yellow, and a preview of the results appear in the Navigation pane.

- Clicking on each result in the Navigation pane will highlight that instance in grey.



- When you are finished, click the **X** to close the Navigation pane. The yellow highlighting will disappear.



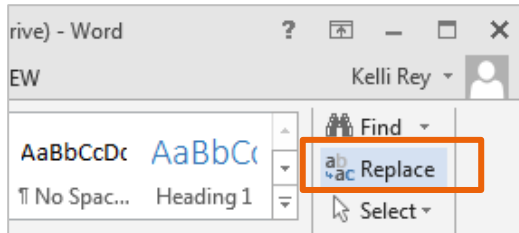
\* **TIP:** You can also access the Find command by pressing **Ctrl + F** on your keyboard.

### Find and Replace:

At times, you may discover that you've made a mistake repeatedly throughout your document (such as misspelling a person's name), or that you need to exchange a particular word or phrase for another. You can use Word's **Find and Replace** feature to quickly make revisions.

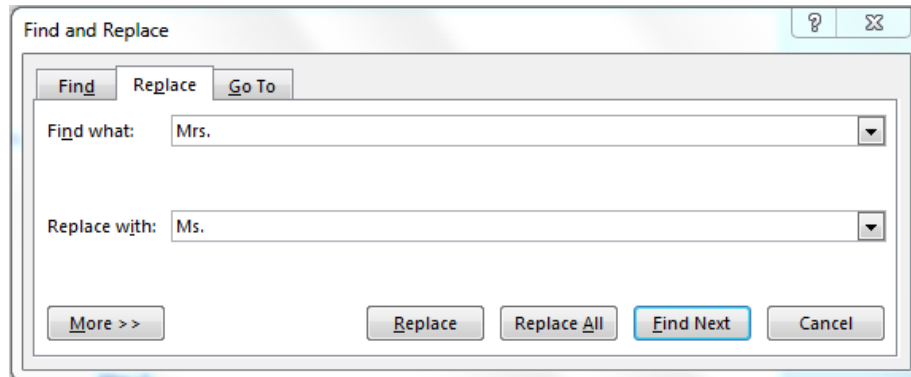
In our example, we'll use **Find and Replace** to change the title **Mrs.** to **Ms.** on page 4 only.

- Click your cursor** at the beginning of the text on page 4 and **select the text** on the entire page.
- From the **Home** tab, click the **Replace** command.



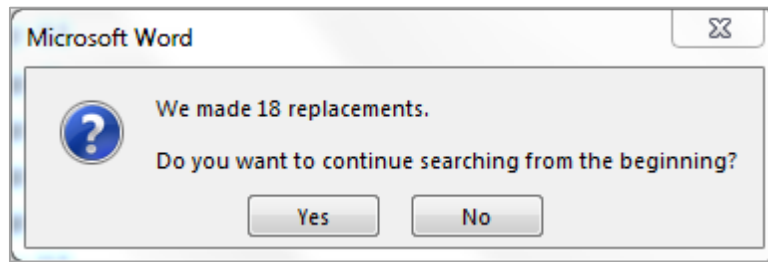
The **Find and Replace** dialog box will appear.

- Type** the text you wish to find:  
*Find what: Mrs.*
- Type** the text you wish to replace it with  
*Replace with: Ms.*



- Click **Find Next**  
Word will find the **first instance** of the text and highlight it in gray.
- Review** the text to make sure you want to replace it.  
You can find each instance and replace it individually by clicking **Replace**.  
In this document, we want to replace all of the Mrs. with Ms.  
so we would click **Replace All**.

- A pop out window will show how many replacements were made.  
Click **No** – you do not want to search from the beginning of the document.

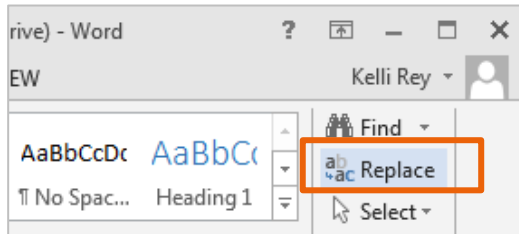


Use **find and replace** to change the following words on page 4

- Find what:* **Mar**  
*Replace with:* **March**
- Find what:* **Apr**  
*Replace with:* **April**
- Email your assignment to your instructor.**

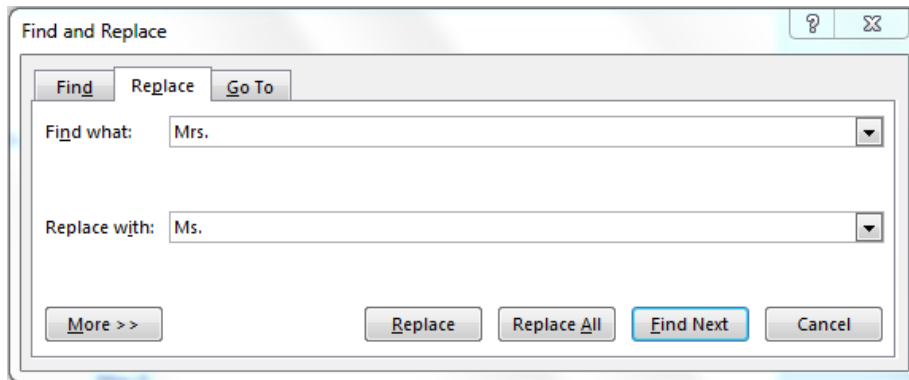
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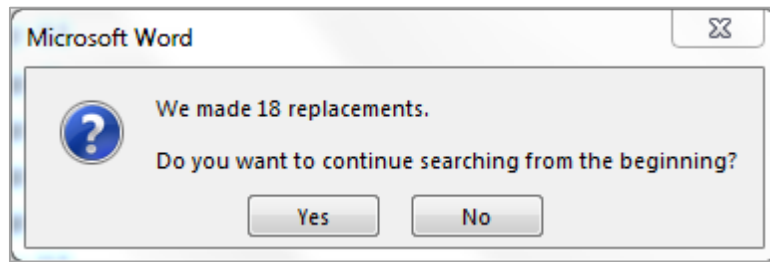
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Use **find and replace** to change the following words on page 4

- Find what:* **Mar**  
*Replace with:* **March**
- Find what:* **Apr**  
*Replace with:* **April**
- Email your assignment to your instructor.**