

# Master Walkthrough Document

## Selecting Text using the Mouse

You need to be aware of your insertion point when you start to select text. The insertion point displays as a blinking vertical bar and can also be called the cursor. An easy way to move the insertion point is to move the mouse pointer to another place in the document and press the left button on the mouse.

## Selecting Text by Clicking

One of the fun things about Windows software is that there can be many ways to do one action. Selecting text is no exception. Here are common mouse techniques for selecting different portions of the document.

- A word: Double-click on the word (anywhere on the word).
- A line: Click once in the selection bar in the space to the left of the line you want to select. To select multiple lines, click in the selection bar next to the line and drag up or down a line.
- A paragraph: Click three times anywhere in the paragraph to select the entire paragraph or double click in the selection bar adjacent to the paragraph.
- Entire document: Click three times in the selection bar
- An arbitrary block of text:
  - 1) Point to the beginning or end of an area to be selected.
  - 2) Press and hold the left button of the mouse down.
  - 3) Drag the mouse across all the information you want to select. This can be a letter, a word, entire line of text or the whole document.
  - 4) Release the mouse button. This will leave the text you highlighted and allow you to move the mouse cursor to perform other functions.

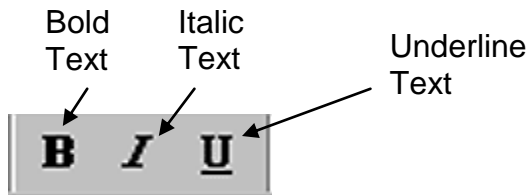
## **Undo a Selection**

To clear a selection, regardless of the method that you have used to select text, click once anywhere inside the document area (like on a blank line), except in the selection bar. The selection bar is the area directly to the left of text (left margin).

It is common to have trouble controlling the mouse when you are learning to use it to select text. Once you release the left button of the mouse during a drag operation, you cannot add to the selected text or shorten the blocked area by just dragging the mouse or using the arrow keys. If you select the wrong amount of text, simply clear the selection and select the correct amount of text. By practicing with the mouse to select text, you will learn to not release the left button until you have the desired text selected.

## Formatting Effects

The following formatting effects can be used on a single character, a word, a sentence or any selected text. You need to select the type **BEFORE** you apply the effect. These effects are found under the *Home* command tab of the ribbon in the *Font* group.



### ***Bold Text***

- 1) Highlight the text you want to apply the bold feature to.
- 2) Move the cursor to the icon on the ribbon corresponding to the one above for bold text.
- 3) While holding the cursor over the **B** icon, press the left button on the mouse. This will apply the bold feature to all of the text you previously selected.
- 4) To undo this feature, select the bolded text you want to remove the bold feature, move the cursor to the **B** icon and press the left button on the mouse. This will undo the bolding on the bolded text you previously selected.

### **Underline Text**

- 1) Highlight the text you want to apply the underline feature to.
- 2) Move the cursor to the icon on the ribbon corresponding to the one above for underline text.
- 3) While holding the cursor over the U icon, press the left button on the mouse. This will apply the underline feature to all of the text you previously selected.
- 4) To undo this feature, select the underlined text you want to remove the underline feature, move the cursor to the U icon and press the left button on the mouse. This will undo the underlining on the underlined text you previously selected.

## **Italicize Text**

- 1) Highlight the text you want to apply the italics feature to.
- 2) Move the cursor to the icon on the ribbon corresponding to the one above for italic text.
- 3) While holding the cursor over the *I* icon, press the left button on the mouse. This will apply the italic feature to all of the text you previously selected.
- 4) To undo this feature, select the italicized text you want to remove the italics feature and move the cursor to the *I* icon and press the left button on the mouse. This will undo the italics on the italicized text you previously selected.

## **Changing Font Attributes**

You can also change the font style, size and color of selected text.

### **Change the Font Size**

- 1) Select the text you want to change the font size.
- 2) Click the Home command tab in the ribbon. Click the arrow at the bottom right of the Font group. This will reveal the Font dialog box.
- 3) The current font size will be displayed in the "Size" window. To select another size font, use the scroll bar to the right of the selections to find the font size you want to select.

### **Change the Font Style**

- 1) Select the text you want to change the font style.
- 2) Click the Home command tab in the ribbon. Click the arrow at the bottom right of the Font group. This will reveal the Font dialog box.
- 3) The current font style will be displayed in the "Font style" window. To select another style font, use the scroll bar to the right of the selections to find the font style you want to select.
- 4) Once you select the new font style, move the cursor to the "OK" button at the bottom of the screen and press the left button on the mouse. This will apply the new font style to the previously selected text.

### **Change the Font Type**

- 1) Select the text you want to change the font type.
- 2) Click the Home command tab in the ribbon. Click the arrow at the bottom right of the Font group. This will reveal the Font dialog box.
- 3) The current font type will be displayed in the "Font" window. To select another type font, use the scroll bar to the right of the selections to find the font type you want to select.
- 4) Once you select the new font type, move the cursor to the "OK" button at the bottom of the screen and press the left button on the

mouse. This will apply the new font type to the previously selected text.

## **Cut (or copy) and Paste – Moving Words Around**

**Cut.** When you cut text, you remove it from where it is. However, the computer keeps this cut material in its memory. This memory is called the clipboard. In some programs, there can only be one thing in the clipboard. Recent versions of Microsoft Office allow you to keep up to 8 items in the clipboard. There are at least 3 ways to cut:

- 1) From the Font group under the Home control tab, choose Cut.
- 2) Right-button click while pointing to a selected block of text and select Cut from the contextual menu.
- 3) From the keyboard use Ctrl-X

**Copy.** When you copy highlighted text, you do not remove it from where it is, but you put a copy of it in the clipboard. There are at least 3 ways to copy:

- 1) From the Font group under the Home control tab, choose Copy.
- 2) Right-button click while pointing to a selected block of text and select Copy from the contextual menu.
- 3) From the keyboard use Ctrl-C

**Paste.** Allows you to insert what is in the clipboard at the location you choose. Make sure your cursor is flashing in the place you want to insert what is in the clipboard. In later versions of Office you may have to choose which item you want from the clipboard. There are at least 3 ways to paste:

- 1) From the Font group under the Home control tab, choose Paste.
- 2) Right-button click while pointing to a selected block of text and select Paste from the contextual menu.
- 3) From the keyboard use Ctrl-V

So, cut and paste is not the same as copy and paste. When you are instructed to copy something, the word copy is really a short way of saying copy and paste. When you are instructed to move a word or group of words, the word move is a short way of saying cut and paste.

## **Cut & Paste from a different document.**

When you copy (or cut), you are placing the copied text to the “clipboard” where it remains until you replace it with another copy or cut function. This enables you to copy between documents and other MS software since the Clipboard is resident for all MS packages.

In Word, you can have multiple windows open at the same time. By keeping windows open, you can easily copy or move text between documents. To toggle between open windows, you can:

Click on the document name from the task bar at the bottom of the screen

Hold down Alt key and press the Tab until the document you need is displayed. Then release the Alt key.

## **Two Methods for Moving Text**

There are times when you may want to move some words to a different place in a Word document rather than retype them. There are at least two ways to move a paragraph:

Four step method (Cut and Paste):

- 1) You select (highlight) the text you want to move.
- 2) Cut it . (See above)
- 3) Position your cursor at the new location.
- 4) Paste the text in the new position. (See above)

Three step method (move by dragging):

- 1) You select the paragraph you want to move (release mouse if you selected with a mouse.)

- 2) Position the mouse pointer within the selected text and press the left button.
- 3) Drag (keep your finger on the left mouse button) the text to the new position and drop it (release the left mouse button).

The four-step method is safer than the three-step method, especially if you have trouble using the mouse. The three-step method is especially hard if you have to move the text to a location that is not visible on the screen.

One of the highlights of Word is the ability to mix text and graphics.