

## Lecture 3

## Editing and Formatting a Document in Word

Some additional editing commands. (pretty basic)

Insertion - move to correct position and just start typing

Deletion - move to character(s) you wish deleted and press delete on keyboard.

If you wish to delete more than a few characters, ex: word, sentence, paragraph, there are commands that can help you.

Move cursor to beginning of word    Ctrl + Delete  
removes entire word.

OR    Cursor to end of word                    Ctrl + Backspace  
Removes previous word

A better method of choosing text for some operation is by selecting it. When we select text, it is highlighted and can be operated on as a whole.

It is done by dragging mouse over text with left button depressed.

You may also control what is to be selected by the following:

Place cursor over a word in the paragraph  
Double click L - selects word  
Triple click L - selects paragraph

Click open space to left of line - selects line  
Double click here - selects paragraph  
Triple click - whole document

CTRL and click on word - selects sentence (as opposed to line)

Drag on space left - select as many lines as you like.

Occasionally, you might delete too much; can we get it back? YES, with the UNDO command.

Take a look at the ----- " Undo button on std toolbar "

Sequential clicking will undo operations you have done in reverse order, i.e., last done, first undone.    ▼ Part lists the operations you have done -- drop down menu

If you delete, then restore something and then find you want to delete it again, you can use redo on the std tool bar

This command will be dimmed and unusable until you perform an action (undo) that can be redone.



To make it easier to see in this view there is a ZOOM COMMAND VIEW ZOOM – demonstrate on the ZOOM ICON at end of std toolbar....show.

Character formatting – select the type face, font size and attributes for text. Commands from FONT DIALOG box, formatting toolbar and same key combinations.

FORMAT - pulldown menu  
FONT  
Selects font  
- style also shows preview  
- size  
underlines and color effects

Size and style usually set from formatting toolbar at beginning of document can be changed anytime.

B bold }  
I italics } from formatting toolbar  
U single underline }

CTRL Shift d double underline  
CTRL Shift w underline to words only (not default)

Color highlighting – best with color printer

Changes font color

Some other handy ones.

CTRL [ decreases point size by 1  
CTRL ] increase by 1

CTRL = subscript  
CTRL Shift = superscript  
CTRL spacebar back to normal  
(demonstrate these above 3 commands)

Paragraph formatting - line spacing and indents  
Line spacing is set from the paragraph dialog box.

FORMAT paragraph

Shortcuts

CTRL 1 single space  
CTRL 2 double space  
CTRL 5 1.5 spacing

Line Spacing

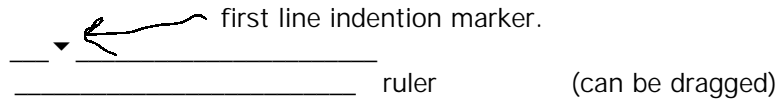
AT LEAST set min space from line to line, may get larger with larger fonts  
EXACTLY absolute set, parts of letters may be cut off  
MULTIPLE 3 set triple spacing  
0-132 range

This box also allows you to set the indents for paragraphing. Default, left and right indents are 0.

Paragraph aligned to margin. Setting an indent value would indent each line in paragraph so many inches.

To indent only the first line

Special  
FIRST LINE By box shows .5" indentation



This will set the indent for this paragraph only. Quicker to use TAB at the beginning of each paragraph.

You may change or set the spacing between paragraphs. Place a value in BEFORE or AFTER (not both).

### Setting Tabs

Tabs are stopping points along a horizontal line where you can align text or numbers.

Word places a default tab every 1/2". You can place them wherever you wish.

Used for

- 1) left tabs – text begins at tab stop and moves right
- 2) right tabs - text begins at tab and moves left
- 3) center tabs - text moves to right or left alternating from center
- 4) decimal tabs - rows of numbers align on the decimal points
- 5) bar tabs - draws a vertical line

Tab marker - left side of ruler check to set one you want to use

LEFT }  
CENTER } demonstrate use  
RIGHT } (just click to place tab)  
DECIMAL }

After placement, tab can be moved by dragging it with the mouse.

**Type your name on the left hand side & date and time on the right hand side of the header block with each assignment.**