

# Section 3

# Editing Text

**By the end of this Section you should be able to:**

**Insert and Delete Text**

**Select Words and Sentences**

**Select Lines and Paragraphs**

**Insert Special Characters and Symbols**

**Use Undo and Redo**

**Show and Hide Non Printing Characters**

**Insert and Delete Soft Carriage Returns**

To gain an understanding of the above features, work through the Driving Lessons in this Section.

For each **Driving Lesson**, read the **Park and Read** instructions, without touching the keyboard, then work through the numbered steps of the **Manoeuvres** on the computer. Complete the **Revision Exercise(s)** at the end of the section to test your knowledge.

# Driving Lesson 19 - Inserting and Deleting Text

## Park and Read

Both the mouse and the cursor keys can be used to move the insertion point within a document. Mistakes can be erased, or text inserted wherever required. You can replace existing text by selecting it and then overtyping.

## Manoeuvres

1. Open the document **Crime**.
2. To erase a mistake, position the insertion point (cursor) to the right of the mistake with the mouse and click. The **<Backspace>** key (a left arrow above **<Enter>**) is used to delete characters to the left. The **<Del>** or **<Delete>** key can be used to delete characters to the right of the cursor. Make the following changes to the text, using the mouse and the keyboard:
3. First paragraph, first sentence: correct **seet** to **seat**.
4. To insert a new paragraph, position the cursor at the end of the first paragraph, last sentence; press **<Enter>** twice to leave a blank line after the existing paragraph.
5. Type the following text:

The identity of the injured man is not yet known but, at the current stage of the investigation, he is not believed to be the owner of the Fiat.

6. To insert text, position the cursor where the text is required, then type in the text. New characters are inserted to the left of the cursor. Third paragraph, first sentence: insert a space in **62Pinewood Close**.

On making further enquiries the police discovered that he had been seen several times visiting 62Pinewood Close, Adamstown with a man in a Mini. On these occasions neighbours remember seeing a red sports car parked outside. Suspicions were aroused as the owner has not been seen there for some time.

7. Fourth paragraph, correct **fond** to **found**.
8. Fifth paragraph, last sentence; delete the **l** in **managled**.
9. Sixth paragraph, insert a space in **nightof**.
10. Sixth paragraph, first sentence; add **his** between **suspicious of** and **story**.
11. To leave the original document unchanged, use **Save As** to save the amended document, changing the **File name** to **solved** and then close it.

# Driving Lesson 20 - Select Words and Sentences

## Park and Read

Most features of *Word* work on the basis that text is first selected and an action is then performed upon it. The text, from one character to an entire document, can be selected by clicking and dragging. There are quick key presses for selecting words and sentences.



## Manoeuvres

1. Open the document **Banking**. To select the first sentence of the second paragraph, click at the beginning of it, hold down the mouse button and drag to the end of the sentence. The selected text will appear highlighted.
2. To remove the text selection, click once with the mouse away from the selection.
3. Move to the beginning of the title. To select a single character, hold down <Shift> and at the same time press the <→> key once. Release <Shift>. This is easier than using click and drag to select such a small amount of text.
4. To delete words and groups of words, select the text and then press the <Delete> key. Using this method, delete the word **Online** in the title.



*Double click on a word to select it.*

5. In the first sentence, double click the word **instantly** in **take decisions instantly** to select it, then delete it.
6. In the last sentence, remove the **as** from **are as careful...** add a full stop after **online**. Remove the , and delete the rest of the sentence.
7. Text can be changed by overtyping. Select the very first sentence, by holding down <Ctrl> and clicking once inside the sentence.
8. Type in **Online banking lets you manage your money quickly and easily**. The previous text is replaced.



*Alternatively, overtyping can also be performed by using **Overtyping Mode**. This needs to be turned on first, click the **Office Button**, then **Word Options**, in the **Advanced** section, check **Use the Insert key to control the overtype mode** and finally click **OK**. Pressing the <Insert> key will then start **Overtyping Mode**. All key presses will then overtype the existing text until the <Insert> key is pressed again to turn it off.*

9. Select the first sentence again. Remove the selected text using <Delete> and delete any blank lines. Delete the first sentence of the third paragraph.
10. Close the document without saving the changes.

# Driving Lesson 21 - Select Lines and Paragraphs

## Park and Read



The **Selection Bar**, an invisible area at the left margin of the page, is used to select larger areas of text. Lines, paragraphs and the entire document can be selected prior to performing further actions, i.e. cut, copy, delete or replace text.



Once text is selected, if any key is pressed, i.e. **<Enter>**, **a**, **b**, etc, the selected text will be deleted and replaced with the key press.



## Manoeuvres

1. Open the document **Planning**. Select the first line by moving the mouse to the left of the line until it becomes  and then clicking once.
2. Deselect the text.
3. In the fourth paragraph, remove the sentence beginning **By constant monitoring...** using this method.
4. To select a paragraph, position the mouse in the **Selection Bar**, next to the paragraph to be selected, and double click. Remove the whole of the sixth paragraph. Also remove its title and any extra lines.
5. Now paragraph six has been removed, amend the numbering scheme of the remaining paragraphs accordingly.
6. Delete the last but one line of the document.
7. Select the first two paragraphs by clicking and dragging in the **Selection Bar** (.
8. Now delete them.
9. To select an entire document, position the mouse in the **Selection Bar** then treble click. Click in the document to remove the selection.
10. Another method to select an entire document is to hold down **<Ctrl>** and click in the **Selection Bar**. Select the entire document using this method. Delete the whole of the remaining text.



The key press **<Ctrl A>** can also be used to select an entire document.

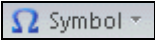
11. Close the (empty) document, making sure that the changes are not saved.

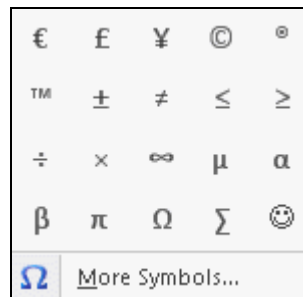
## Driving Lesson 22 - Symbols

### **P** Park and Read

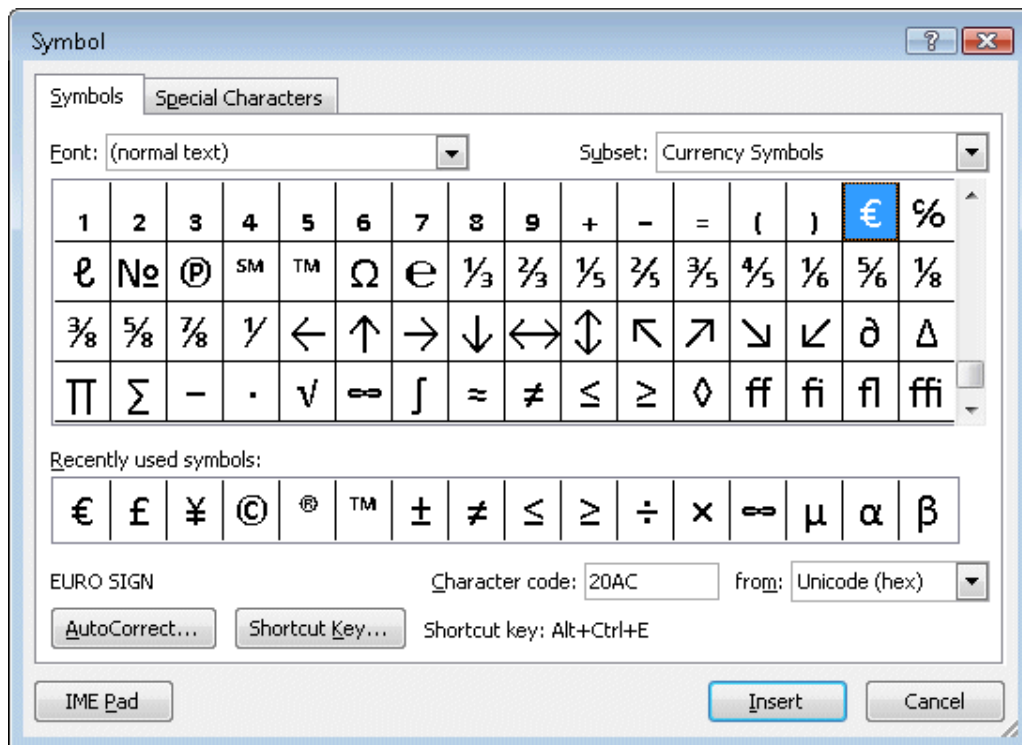
Word has special characters (**Symbols**) that are not available directly from the keyboard. Some situations call for special characters, like ™, © or ®.

### Manoeuvres


1. Start a new document.
2. Display the **Insert** tab and click the **Symbol** button, , in the **Symbol** group.



3. The drop down display contains a group of symbols to choose from. Select **More Symbols** to display the **Symbol** dialog box.



## Driving Lesson 22 - Continued

4. With the **Symbols** tab selected, click the drop down arrow associated with **Font**. Change the **Font** to view more symbols. Use the scroll bars to view all the available symbols within a font.
5. To position a symbol in a document at the insertion point, either **double click** the symbol, or click once and then click on **Insert**. Select (**normal text**) from the list in the **Font** box, scroll to find ©.
6. Click on © and click **Insert**. to place it in the document.
7. A symbol can be double clicked to insert it. Double click the symbol  from the **Wingdings** font list of symbols.
8. Select each of the fonts in turn and look at the range of available symbols - there are hundreds. Insert a few.
9. Within the **Symbol** dialog box, there is an option to select **Special Characters**. Click the **Special Characters** tab. Notice that there is a list of **Shortcut key** presses that can be used to insert certain characters.
10. Take a note of the key press for a **Trademark** character, ™ then close the dialog box and use the key press to insert it.
11. Use either method to insert a **Registered** character, ®.



To create a key press for a symbol, click the **Symbol**, then **Shortcut Key**. In the **Customize Keyboard** dialog box enter a key press, e.g. <Alt T>, then click **Assign**.

12. Close this document without saving and open the document **Sample**.
13. Replace all the character definitions (in bold) with the symbols themselves.





**e acute** is the **é** symbol found within (normal text). Any suitable symbol can be used as a bullet. From the **Font** drop down list, the telephone is found within **Wingdings**.

14. Use **Full Screen Reading** view to see the overall appearance of the document.
15. Close **Full Screen Reading** view then save the document as **sample2** and close it.


## Driving Lesson 23 - Undo and Redo

### Park and Read

The **Undo** command allows the reversal of some of the last actions performed and **Redo** allows reversal of the **Undo**. These commands, **Undo**  and **Redo** , can both be accessed via these buttons on the **Quick Access Toolbar**.





### Manoeuvres


1. Open the document **Camera**.
2. Select and then delete the first sentence.
3. Oops! That was a mistake. To restore the sentence click the **Undo** button, . The sentence is replaced.



*The wording in the **Undo** and **Redo** tooltips will vary according to the last action performed.*

4. Now click the **Redo** button to cancel the **Undo**. Note that because there are no further actions to redo, the **Redo** button, , changes to **Repeat**.
5. Select and delete the second paragraph.
6. Using the **Undo** button, , restore the paragraph.
7. Select **Undo** again to restore the first sentence.
8. Are you feeling brave? Select the whole document by holding down the <Ctrl> key and pressing the <A> key, then press <Delete>. The whole document should be cleared from the screen.
9. Click **Undo** to restore the whole document.



*If the drop down arrow of **Undo**, , is clicked, then a list of the actions that can be **Undone** appears. To select more than one option, drag down the list. Multiple actions can be undone by clicking the **Undo** or **Redo** buttons as many times as necessary.*

10. Experiment with **Undo** and **Redo**.
11. Close the document without saving the changes.

# Driving Lesson 24 - Show/Hide Characters

## Park and Read

The **Show/Hide** feature allows non-printing characters to be viewed on the screen. This includes paragraph marks, tabs, spaces, etc.


<Enter> is shown by the ¶ mark. This is called a paragraph mark or hard carriage return.

A <Tab> is shown by the → mark.

Spaces are shown by ..... . One dot signifies one space.

Viewing these characters can often make manipulating text easier.

## Manoeuvres

1. Open the document **Maneaters**.
2. Click the **Show/Hide** button, , on the **Home** tab in the **Paragraph** group.
3. Look for the tab marks (in the Conclusion), spaces and paragraph marks, as shown in the **Park and Read** information above.
4. At the bottom of the document, type your name, press <Enter> and type your address, all with **Show/Hide** turned on.
5. Click at the end of your name.
6. Press <Delete> to delete the paragraph mark.
7. Notice how the first line of your address now appears immediately after your name. You have merged the paragraphs.
8. Move to page **1** and place the cursor in front of **Sharks have no bone...** in the **Body form** section.
9. Press <Enter> to create a new paragraph.
10. Click the **Show/Hide** button to return the document to normal view.
11. Close the document without saving.

## Driving Lesson 25 - Soft Carriage Returns



### Park and Read

A **soft carriage return**, or **line break** can also be viewed using **Show/Hide** and looks like ¶. Soft carriage returns are used when you want text to appear on two lines, but to be treated as if it were a single line. Another term is **manual line break**. For example, look at the section heading for this section of the guide. This is how it looks in the original document:



Because a soft carriage return has been used after the **3**, the two lines are treated as a single line and appear on a single line in the contents list at the front of the guide. Had a hard return been used (like after **Text**), the section heading would have appeared on two lines in the contents.

### Manoeuvres

1. Start a new document and turn on the **Show/Hide** feature.
2. Type in **This demonstrates soft** then press <Shift Enter>.
3. The cursor moves to the next line. Type in **carriage returns**.
4. Now press <Enter> and type **This demonstrates hard** then press <Enter>.
5. Type in **carriage returns** and press <Enter>. Note that **Carriage** becomes capitalised.
6. Place the cursor anywhere in the first line: **This demonstrates soft**.
7. Click the **Center** alignment button, , in the **Paragraph** group. Notice how both lines are centred.
8. Now place the cursor within **This demonstrates hard**.
9. Click . Only the first line is centred because of the hard return.
10. To delete the soft return, position the cursor immediately in front of it and press <Delete>.
11. The text is now on one line. Turn off the **Show/Hide** feature.
12. Close the document without saving.

## Driving Lesson 26 - Revision

This covers the features introduced in this section. Try not to refer to the preceding Driving Lessons while completing it.

1. Start a new document and type the following letter, using symbols to enter the underlined letters:

Joe's Car Services  
15 Lincoln Lane  
Sheepfolds  
Norwich  
NC3 1BR


Today's date

Dear Mr René

We have just taken delivery of your new Citroën Saxo and would be pleased if you could call to arrange collection. Please telephone the number below at your convenience.

Yours sincerely

Joe Middleton  
Manager



 0132 5127719

2. Select the third line of the address, **Sheepfolds** and delete it, as this is incorrect.
3. The telephone area code has changed to **0232**. Make the change.
4. You have just heard that the code has reverted to the original. **Undo** the change.
5. Save the letter as **delivery** and close it.

If you experienced any difficulty completing the Revision, refer back to the Driving Lessons in this section. Then redo the Revision.

## Driving Lesson 27 - Revision

This covers the features introduced in this section. Try not to refer to the preceding Driving Lessons while completing it.

1. Open **Maneaters**.
2. Select the first line of text by clicking and dragging.
3. Click away to deselect the text.
4. Scroll down the document until you can see the subtitle **Respiration and Circulation**.
5. Move the cursor to the left of the document. What is this area called?
6. Select this subtitle using .
7. Deselect the subtitle.
8. Go to the paragraph named **Teeth** and select it using .
9. Press <**Delete**> to remove the paragraph.
10. Undo the deletion.
11. Position the cursor at the front of the document title and enter **Facts About**.
12. Undo the typing.
13. Redo the typing.
14. Select the whole document and delete it.
15. Undo the deletion.
16. Save the document as **Maneaters2** and close it.



*Check the answers at the back of the guide.*

If you experienced any difficulty completing the Revision, refer back to the Driving Lessons in this section. Then redo the Revision.

## Driving Lesson 28 - Revision

This covers the features introduced in this section. Try not to refer to the preceding Driving Lessons while completing it.

1. Open the document called **Frogs**.
2. Insert a **manual line break** after the words **Common Frog** and before **(Rana temporaria)** so that **(Rana temporaria)** appears on the next line.
3. Centre the text.
4. In the second paragraph, first line, change the word **male** to **female**.
5. In the third paragraph after the sentence ending **do the same lecture next year** insert the following text:

**Unfortunately, they will not be present as two will be on holiday and the other told me he always has to go away at certain times of the year.**

6. Insert the special character © below the last paragraph, followed by your name.
7. Save the document as **lecture** and close it.
8. Open the document **Kingtut**.
9. Turn on the **Show/Hide** feature.
10. In paragraph 2, after the first sentence, enter the following text:

**The dig was funded by Lord Caernarvon, who died shortly after the tomb was opened. Some say this was due to “The Curse of Tutankhamun.”**

11. Delete the very last sentence.
12. Undo the deletion.
13. Save the amended document as **Kingtut2**.
14. Turn off the **Show/Hide** feature.
15. Close the document.

If you experienced any difficulty completing the Revision, refer back to the Driving Lessons in this section. Then redo the Revision.

Once you are confident with the features, complete the Record of Achievement Matrix referring to the section at the end of the guide. Only when competent move on to the next Section.