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## EDITING WORD DOCUMENTS

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Editing simply refers to making necessary changes to an existing document. For editing, the computer user must use editing tools. They include:

*Delete, insert, typing modes, spelling and grammar checkers, thesaurus, undo, redo, find, replace, select, referencing, commenting, translating, research, word count etc.*

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### BLOCK OPERATIONS

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Text is either edited individually or as a group (block). To edit text, you need to highlight (select) it either with a mouse or with the keyboard.

#### SELECTING TEXT

Selecting text can also be referred to as highlighting text- this is a process of choosing text to edit or format.

#### SELECTING WITH A MOUSE

There are three ways of selecting text with a mouse namely:

*1. Clicking 2. Double clicking and 3. Drag and Drop*

- i. To select a word, place the cursor on the word and **double click** on it
- ii. To select the entire line, place the mouse pointer on the left margin until it changes to an arrow, and then **click** once.
- iii. To select a paragraph, place the pointer at the beginning or end of the paragraph until it turns into a "cursor like shape" now **drag** the mouse over the text to be selected and **release** the mouse button at the end of text you wish to work on.

#### SELECTING WITH THE KEYBOARD

- i. To select one word, move the insertion pointer to the beginning or end of a word then press *Shift+Ctrl+Right or left arrow*
- ii. To select one line, *press shift+up or shift + down arrow key*. Or move the insertion pointer to the end or beginning of the line, then press *Shift+Home* or *End* keys respectively.
- iii. To select an entire page, press *shift+page down* or *shift+page up*.
- iv. To select the entire document, press *ctrl+a* or place the cursor at the beginning of the document, then press *shift+ctrl+end*

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## EDITING MODES

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Editing simply means making necessary changes to an existing document; Editing modes are features used by the user to make necessary changes on a document. There are two types of editing modes namely: insert mode and type over mode.

// these two features are not available with Office 2007 and 2010 however it's in good interest to understand them. In this case use **WordPad text editor**.

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### INSERT MODE

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When text is inserted between words or characters, it pushes the existing text to the right as you type

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### TYPEOVER MODE

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It's also called overwrite mode which means, when text is typed between existing words or characters, the new text automatically replaces the characters on the right of the insertion pointer as you type.

*To switch between insert and Typeover mode, press the insert key on the keyboard once.*

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## DELETING TEXT

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To delete means to erase or get rid of data from your document. To delete:


- Text right of the cursor position, use the delete key
- Text left of the cursor position, use the backspace key
- To delete highlighted text, press the following keys
  - ✓ Delete
  - ✓ Backspace
  - ✓ Enter/return key
  - ✓ Spacebar

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### TO RESTORE DELETED TEXT

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Restore means reverse the last action that was done. To do this, you use the **undo** command as shown:

- ✓ On the quick launch toolbar click on the undo (  ) command or press **Ctrl+Z** on the keyboard

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## COPYING AND MOVING TEXT AND OBJECTS

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Copying means, creating a duplicate of text or an object, while moving means changing the position of text and objects. There are three commands used to copy and move objects namely: **Copy, Cut and Paste**

## TO COPY TEXT AND OBJECTS,

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- ✓ **Highlight** what you want copy>>Click the **Home Tab**>>on the toolbars triggered click the **copy command** on your left then place the insertion pointer where you want to copy, then on the left of the toolbars click the **paste command**
- ✓ Alternatively, Use **CTRL+C** to copy and **CTRL+V** to paste these keys are available on the keyboard.

## TO MOVE TEXT AND OBJECTS

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- ✓ **Highlight** what you want move>>Click the **Home Tab**>>on the toolbars triggered click the **cut command** on your left >> place the insertion pointer where you want to move your text>> on the left of the toolbars click the **paste command**
- ✓ Either, use **CTRL+X** to cut and **CTRL+V** to paste these keys are available on the keyboard.
- ✓ You can also highlight what you want to move, then **drag** it with the mouse and **drop** it where you want it to be.

## FIND AND REPLACE COMMANDS

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### THE FIND COMMAND

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The find command is used to **search** for words or phrases in a group of text. To use the find command:

- ✓ Click the home tab>>on the far right of the toolbars ribbon displayed click find>>on the dialog box displayed, type the text to be found on the '**Find what:**' text box then click the '**Find Next**' button.
- ✓ Note// all words found will be highlighted.

### THE REPLACE COMMAND

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The replace command is used to search for words and phrases in a group of text and replaces them with others. To replace a word/phrase:

- ✓ Click the home tab>>on the far right of the toolbars ribbon displayed click replace>>on the dialog box displayed, type the text to be found on the '**Find what:**' text box then type the text to replace with in the replace with text box>> the click the replace button to replace a word or replace all to replace all the words available in the document.
- ✓ Note// all words found will be highlighted.

## SEARCH OPTIONS

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To activate search options, click **the ' more' button** on the find/replace dialog box

- **Match case**-this feature identifies only that matches with that in the find what box and its also case sensitive
- **Find whole words only**-this feature finds words which are whole
- **Use wildcards**- You can use wildcards to search for text. For example, you can use the asterisk (\*) wildcard to search for a string of characters (for example, "s\*d" finds "sad" and "started").wildcards are special symbols used to represent a set of word
- **Sounds like (English)**-sounds for words which are similar in pronunciation
- **Find all word forms (English)**-Finds words that are partly formed as part of the word searched e.g. if you search for the word *ever*, it will find words like *whatever, everyday* etc.
- **Match prefix**- this will search for all words that begin with the word you have searched for, e.g. if you search for the word *PRO* results will be like *professor, professional, proactive, progressive* etc.
- **Match suffix**- this will search for words which end with the words you have just searched. E.g. to find the word *PER* will result to *whisper, prosper, stopper, pepper, cooper* etc.
- **Ignore punctuation characters**- this option ignores punctuations. E.g. if you are searching for the word *Nganga* this option will still find *Ng'ang'a*
- **Ignore white space characters**-this option tells the processor to ignore spaces e.g. if you are searching for the word *hardware* the computer will still find *hard ware* as a result