

Working with text

Ms -word

How to Delete Text in MS Word

- You can easily delete the text in Word including characters, paragraphs or all of the content of your document.
- Word offers you different methods to delete the text; some of the commonly used methods are -

- Place the cursor next to the text then press Backspace key
- Place the cursor to the left of the text then press Delete key
- Select the text and press the Backspace or Delete key
- Select the text and type over it the new text.

Select Text in MS Word

- Place the cursor next to the text then left click the mouse and holding it down move it over the text then release it. The text will be selected.
- Some shortcuts for selecting text are:
- To select a single word double click within the word
- To select the entire paragraph triple click within the paragraph

- To select entire document, in Home tab, in Editing group click Select then choose Select All option or press CTRL+A
- o Shift + Arrow; hold down the shift key then press the arrow key, the word will select the text in the direction of the arrow key. There are three arrow keys, so you can select the text in three different directions.

Copy and Paste Text in MS Word

- How to Copy and Paste Text in MS Word
- Word offers different methods to copy and paste text. Some of the popular methods are given below;
- **Method 1;**
- Select the text you want to copy
- Select the Home tab and click the Copy command
- Place the cursor where you want to paste the text
- Click the Paste command in Home tab

- **Method 2;**
- Select the text
- Place the cursor over the text and right click the mouse
- A menu will appear; with a left click select the "Copy" option
- Now, move the cursor to a desired location and right click the mouse
- A menu will appear; with a left click select the 'Paste' option.

Save the Document in MS Word

- When you create a document it is important to save the document so that it can be viewed or reused later. The basic steps to save a document are listed below;
- Click the Microsoft Office Button
- A list of different commands appears
- Click the 'Save As' command
- it displays 'Save As' Dialogue Box

- Save the document to desired location with a desired name
- You can also choose 'Save' command from the list to save the document to its current location with same title. If you are saving a fresh document it displays 'Save As' dialogue box.
- The shortcut method to save a document is to press "Ctrl+S" keys. It opens the 'Save As' dialogue box where you can name you document and save it to a desired location.

Correct Errors in Ms Word

- When you type text in a document, by default the Word informs you if there is any contextual, spelling or grammatical error. Word informs you in different ways for different errors;
- If there is any contextual error in the document, it will underline the text with blue line.
- If there is any spelling error in the document, it will underline the text with red line.

- If there is any grammar error in the document, it will underline the text with green line
- **Steps to correct errors:**
- Place the cursor over the text that you want to correct
- Right click the mouse
- A list of suggestions appears
- Choose the correct word with a left click
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