EDITING WORD DOCUMENTS

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.

BLOCK OPERATIONS

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

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.

INSERT MODE

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

TYPEOVER MODE

It’s also called overtype 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.

DELETING TEXT

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

TO RESTORE DELETED TEXT

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 (undo) command or press Ctrl+Z on the keyboard

COPYING AND MOVING TEXT AND OBJECTS

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.

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TO COPY TEXT AND OBJECTS,

✓ 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

✓ 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

THE FIND COMMAND

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

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.
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 words.
- **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