

Lesson 2

Lesson 2

Moving and Copying Text

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Learn how to:

- ◆ Open an existing document and save it with a new name
- ◆ Display a document in Page Layout view
- ◆ Move text to a new location in a document
- ◆ Copy text to a new location in a document
- ◆ Use the Clipboard to move and copy text

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Opening a Document

- ◆ Start | Programs | Microsoft Word
 - ✓ open Microsoft Word
- ◆ Now to open the document
 - ✓ click on OPEN button (found on the standard toolbar)
 - ✓ the OPEN dialog box appears
 - ✓ first specify the location of your file (in the Look In box),
 - ✓ and then the name of the file to be opened
 - ◆ double click on the required file

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Saving Document with new name

- ◆ Use the SAVE AS option
 - ✓ specify the new file name
 - ✓ click SAVE

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Disabling Auto Spelling & Grammar Checking

- ◆ If the red and green underlines annoy you:
- ◆ Choose Tools | Options
- ◆ Click the Spelling & Grammar Tab
- ◆ Click a Check mark in
 - ✓ Hid Spelling Errors and / or
 - ✓ Hide Grammar Errors

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Selecting Best Views

- ◆ Use View option from the Menu bar
 - ✓ Normal
 - ✓ Online Layout
 - ✓ Page Layout
 - ✓ Outline
- ◆ Can also use the view buttons located to the left of the horizontal scroll bar

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Moving Text using Dragging

- ◆ Select desired text
- ◆ Move mouse over selected text
 - ✓ pointer should turn to a left pointing arrow
- ◆ Click left mouse button (& keep it pressed)
 - ✓ a small dotted box and a dotted insertion point should appear
- ◆ Drag mouse (keeping left mouse pressed) until insertion point is at desired location
- ◆ Release mouse button

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Copying Text by Dragging

- ◆ Select desired text
- ◆ Hold down CTRL key
- ◆ move mouse over selected text
 - ✓ pointer should turn to a left pointing arrow
- ◆ Click left mouse button (& keep it pressed)
 - ✓ small dotted box & dotted insertion point appear
- ◆ Drag mouse (keeping left mouse pressed) until insertion point is at desired location
- ◆ Now first release mouse button, and then release the CTRL key

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Copying & Moving using Buttons

- ◆ Select desired text
- ◆ Click Copy button (to copy text) or Cut button to move text
- ◆ Move cursor to the desired new location for text
- ◆ Click the paste button

What's the difference between
Copying & Moving, or
Copy and Cut buttons

