TEXT BASICS

Introduction

If you're new to Microsoft Word, you'll need to learn the basics of typing, editing, and organizing text. Basic tasks include the ability to add, delete, and move text in your document, as well as how to cut, copy, and paste.

Using the insertion point to add text

The insertion point is the blinking vertical line in your document. It indicates where you can enter text on the page. You can use the insertion point in a variety of ways.

- **Blank document**: When a new blank document opens, the insertion point will appear in the top-left corner of the page. If you want, you can begin typing from this location.

- **Adding spaces**: Press the spacebar to add spaces after a word or in between text.

- **New paragraph line**: Press Enter on your keyboard to move the insertion point to the next paragraph line.

- **Manual placement**: Once you begin typing, you can use the mouse to move the insertion point to a specific place in your document. Simply click the location in the text where you want to place it.

Sharing documents

Word makes it easy to **share and collaborate** on documents using OneDrive. In the past, if you wanted to share a file with someone, you could send it as an email attachment. While convenient, this system also creates multiple versions of the same file, which can be difficult to organize.

When you share a document from Word, you're actually giving others access to the **exact same file**. This lets you and the people you share with **edit the same document** without having to keep track of multiple versions.

In order to share a document, it must first be saved to your OneDrive.

To share a document:

1. Click the **File** tab to access Backstage view, then click **Share**.

The **Share** pane will appear.
To select all of the text in your document, choose the Select command on the Home tab, then click Select All. Alternatively, you can press Ctrl+A on your keyboard.

Other shortcuts include double-clicking to select a word and triple-clicking to select an entire sentence or paragraph.

To delete text:

There are several ways to delete—or remove—text:

1. To delete text to the left of the insertion point, press the Backspace key on your keyboard.
2. To delete text to the right of the insertion point, press the Delete key on your keyboard.
3. Select the text you want to remove, then press the Delete key.

If you select text and start typing, the selected text will automatically be deleted and replaced with the new text.

Copying and moving text

Word allows you to copy text that’s already in your document and paste it in other places, which can save you a lot of time and effort. If you want to move text around in your document, you can cut and paste or drag and drop.

To copy and paste text:

1. Select the text you want to copy.
2. Click the Copy command on the Home tab. Alternatively, you can press Ctrl+C on your keyboard.

3. Place the insertion point where you want the text to appear.
4. Click the Paste command on the Home tab. Alternatively, you can press Ctrl+V on your keyboard.

You can also cut, copy, and paste by right-clicking your document and choosing the desired action from the drop-down menu. When you use this method to paste, you can choose from three options that determine how the text will be formatted: Keep Source Formatting, Merge Formatting, and Keep Text Only. You can hover the mouse over each icon to see what it will look like before you select it.

To drag and drop text:

1. Select the text you want to move.
2. Click and drag the text to the location where you want it to appear. A small rectangle will appear below the arrow to indicate that you are moving text.

If text does not appear in the exact location you want, you can press the Enter key on your keyboard to move the text to a new line.

Undo and Redo

Let’s say you’re working on a document and accidentally delete some text. Fortunately, you won’t have to retype everything you just deleted! Word allows you to undo your most recent action when you make a mistake like this.

To do this, locate and select the Undo command on the Quick Access Toolbar. Alternatively, you can press Ctrl+Z on your keyboard. You can continue using this command to undo multiple changes in a row.