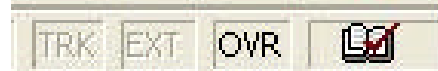


Tips for Using Microsoft Word

- Text you type will appear at the cursor – the flashing black line on the screen. The cursor moves across the screen just to the right of anything you enter.
 - Be default, Word is in “Insert” mode – if you are typing to the left of existing text, which will be moved over to accommodate the new text.
 - The other typing “mode” is Overwrite. Press the *Insert* button on the keyboard to “toggle” between these two modes.
 - The status bar at the very bottom of the screen will show you which mode you are in When OVR is black Word is in Overwrite mode – if it is gray, Word is in Insert mode!



- Do not press **enter** at the end of every line! Word will automatically “wrap” to the next line when it is necessary! Just keep on typing until you get to the end of a paragraph!!
- If you want to **double space** a document – DO NOT just press enter twice at the end of every line! A quick shortcut for doing this is **CTRL-2**! To switch back to single spacing press **CTRL-1**. **These keyboard shortcuts can be used to change existing text, too!**
- The “Backspace” and “Delete” keys on the keyboard will remove text – backspace removes text to the left of the cursor, delete removes text to the right of the cursor. Both of these keys can also be used to remove any selected text.

Selecting Text

- Highlight text using click and drag with the mouse – be sure to start at one end or the other!
- You can double click on a single word to select it.
- You can hold down the “CTRL” key and click on a sentence to select it.
- You can triple click on a paragraph to select it.
- You can also select using the arrow keys on the keyboard while holding down the “SHIFT” key.
- To **Deselect** – click anywhere in the white space on the screen!
- Remember – if text is selected and you begin typing, whatever was selected is replaced with whatever you type!!!

Using Cut, Copy & Paste Commands

- These great features allow you to quickly move or duplicate existing text.
 - Select whatever you want to move or copy.
 - Give the Cut command to move Or the Copy command to duplicate:
 - From Edit Menu
 - Right Click on the selected text to view the quick menu
 - Click on the correct button on the toolbar:



- Position the cursor where the copied text is to go.
- Give the Paste command – use the same methods mentioned above to access the command!

