

Text Editing

Text editing in Word is no different to other programs, such as Notepad, Wordpad, Outlook or PowerPoint. If you're already familiar with the basic skills, then you might want to skip ahead to the next section.

Getting Started

- 1 Start up Word so that you have a new blank document. If Word is already open, then click on the File tab, and choose New, then "Blank document" and click Create
- 2 Enter some example text, enough for a line or two. Don't worry if you make mistakes, as these will be easy to correct later on. Note the flashing vertical line (known as the Insertion Point) which indicates where new text will appear.
- 3 You can easily move the Insertion Point anywhere in your text by clicking with the mouse. The arrow keys will also let you move up, down, left and right within the existing text. Move your Insertion Point so that it is somewhere in the middle of your text.

Don't forget

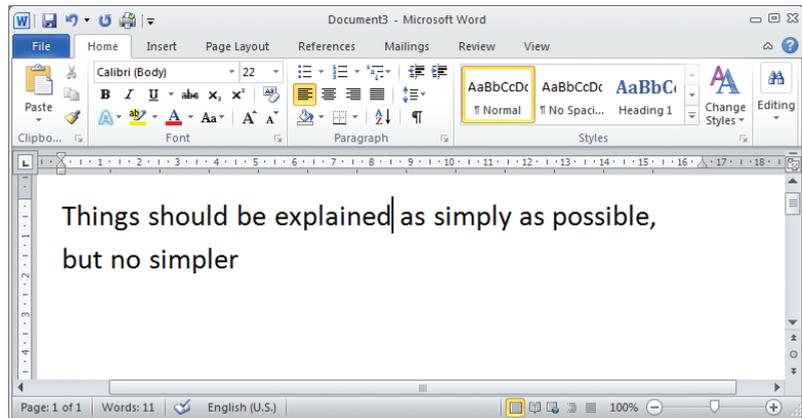


The words to the right of the Insertion Point will automatically move along to accommodate any text you are inserting.

Hot tip



Word automatically works out when to start a new line, without breaking words. If you want to force a new line, to begin a new paragraph for example, press the Return or Enter key.



- 4 If you type more text now, it will be inserted at your current position. To remove text, use the Backspace key to delete the character to left of your current position, and the Delete key to remove the character to the right.