Microsoft® Office 2013

First Course | Second Course | Third Course

Word 2013 UNIT B

Editing Documents

Objectives

- Cut and paste text
- Copy and paste text
- Use the Office Clipboard
- Find and replace text

Objectives (continued)

- Check spelling and grammar
- Research information
- Add hyperlinks
- Work with document properties

Cut and Paste Text

- The operation of moving text from one location to another is called cut and paste
  - Cutting text removes it from the document
  - Cut text is placed on the Clipboard, a temporary storage area for text and graphics cut or copied from a document
 - You can also move text using the drag and drop method

Cut and Paste Text

- Use keyboard shortcuts as a quick way to perform a command
  - [Ctrl][X] to cut text
  - [Ctrl][C] to copy text
  - [Ctrl][V] to paste text
  - [Ctrl][A] to select all the text in a document
  - [Ctrl][S] to save a document
- The keyboard shortcut for a command appears in the ScreenTip

Cut and Paste Text

- The Paste Options button allows you to change the formatting of pasted text
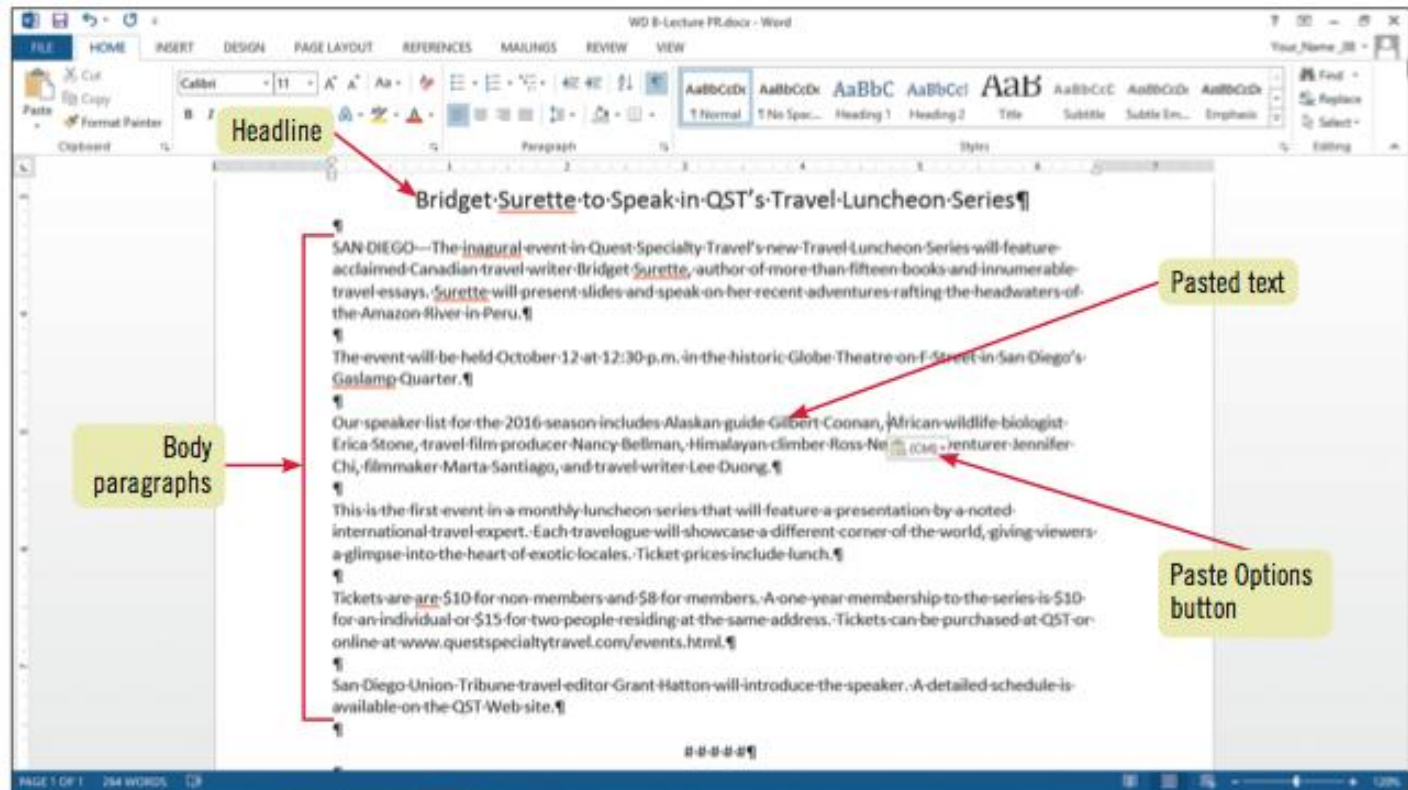
Copy and Paste Text

- Copied text is not removed from the document
  - A copy of the copied text is placed on the Clipboard
  - Use the Copy button in the Clipboard group on the Home tab or the keyboard shortcut [Ctrl][C]
  - Copy selected text by pressing [Ctrl] as you drag it to another location

Copy and Paste Text

- Split a document window into two panes
    - Useful when you want to copy and move items in a long document
    - Use the Split button in the Window group on the View tab
        - Drag the horizontal split bar to the location you want to split the window
        - Use the scroll bars in each pane to display different parts of the document
    - Use the Cut, Copy, and Paste commands to copy or move items between panes
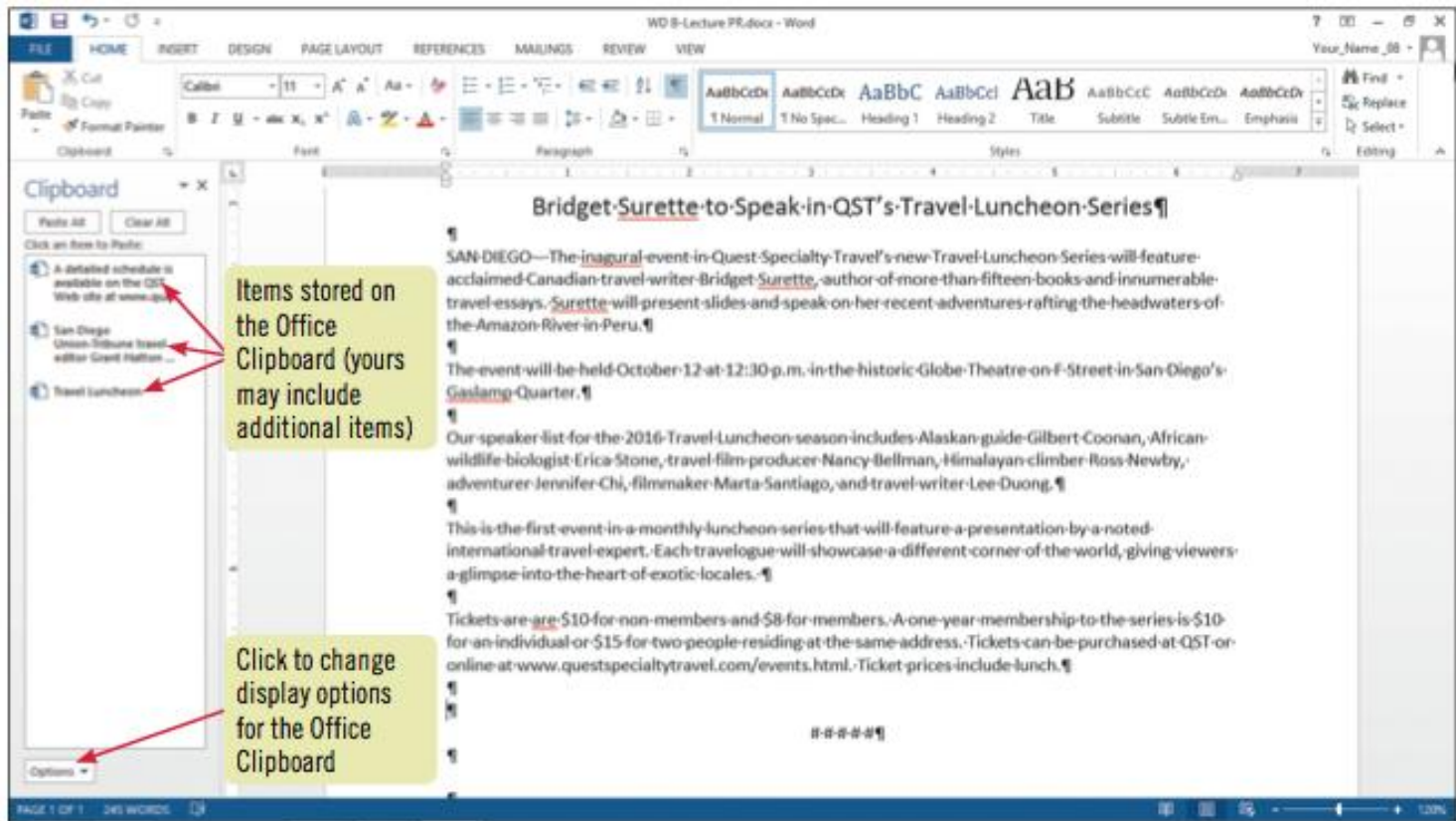
Use the Office Clipboard

- The Office Clipboard
  - Stores up to 24 items
  - Stores text and graphics
  - Items can be cut or copied from any Office program
  - Items on the Office Clipboard can be viewed
  - The last item collected is stored on both the Office Clipboard and the system Clipboard

Use the Office Clipboard

- Office Clipboard in Clipboard pane

Use the Office Clipboard

- Copying and moving items between documents
  - Open both Word documents
  - Cut or copy text from one document
  - Switch to the other document
    - Point to the Word icon on the taskbar then click the document you want to appear
    - Use the Arrange All command or the View Side by Side command in the Window group on the View tab to display both documents at the same time
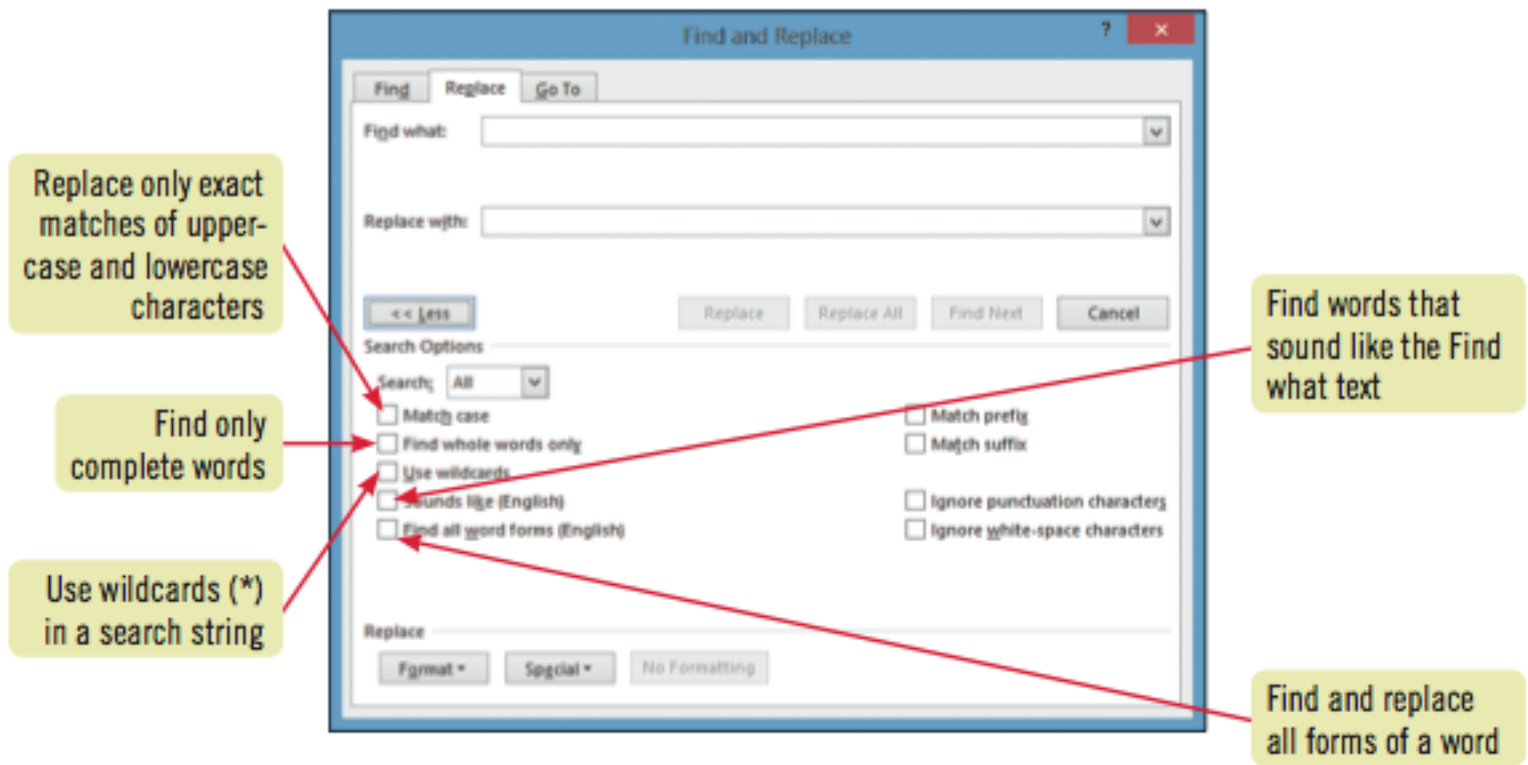 - Paste the text into the second document
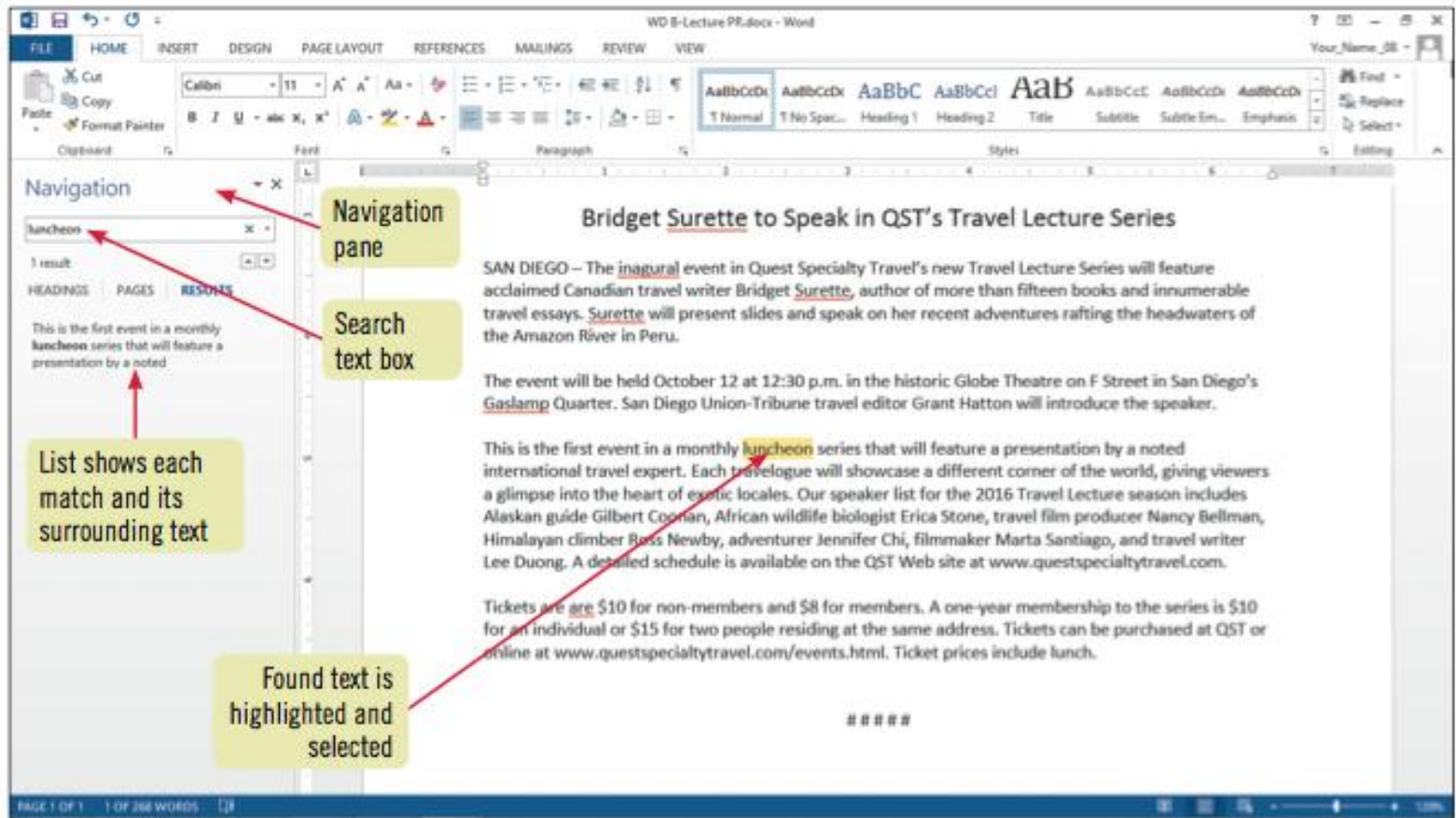
Find and Replace Text

- Find and Replace feature
  - Use the Replace command to search for and replace all instances of a word or phrase in a document
    - Automatically find and replace all occurrences at once, or
    - Find and review each individual occurrence
  - Use the Find command to locate and highlight every occurrence of a word or phrase in a document

Find and Replace Text

- Find and Replace dialog box

Replace only exact matches of upper-case and lowercase characters

Find only complete words

Use wildcards (*) in a search string

Find words that sound like the Find what text

Find and replace all forms of a word

Find and Replace Text

Find and Replace Text

- Navigation pane and Go To command
  - Use the Navigation pane to move to a specific page or heading
  - Use the Go To tab in the Find and Replace dialog box to go to a specific item

Check Spelling and Grammar

- Spelling and Grammar checker
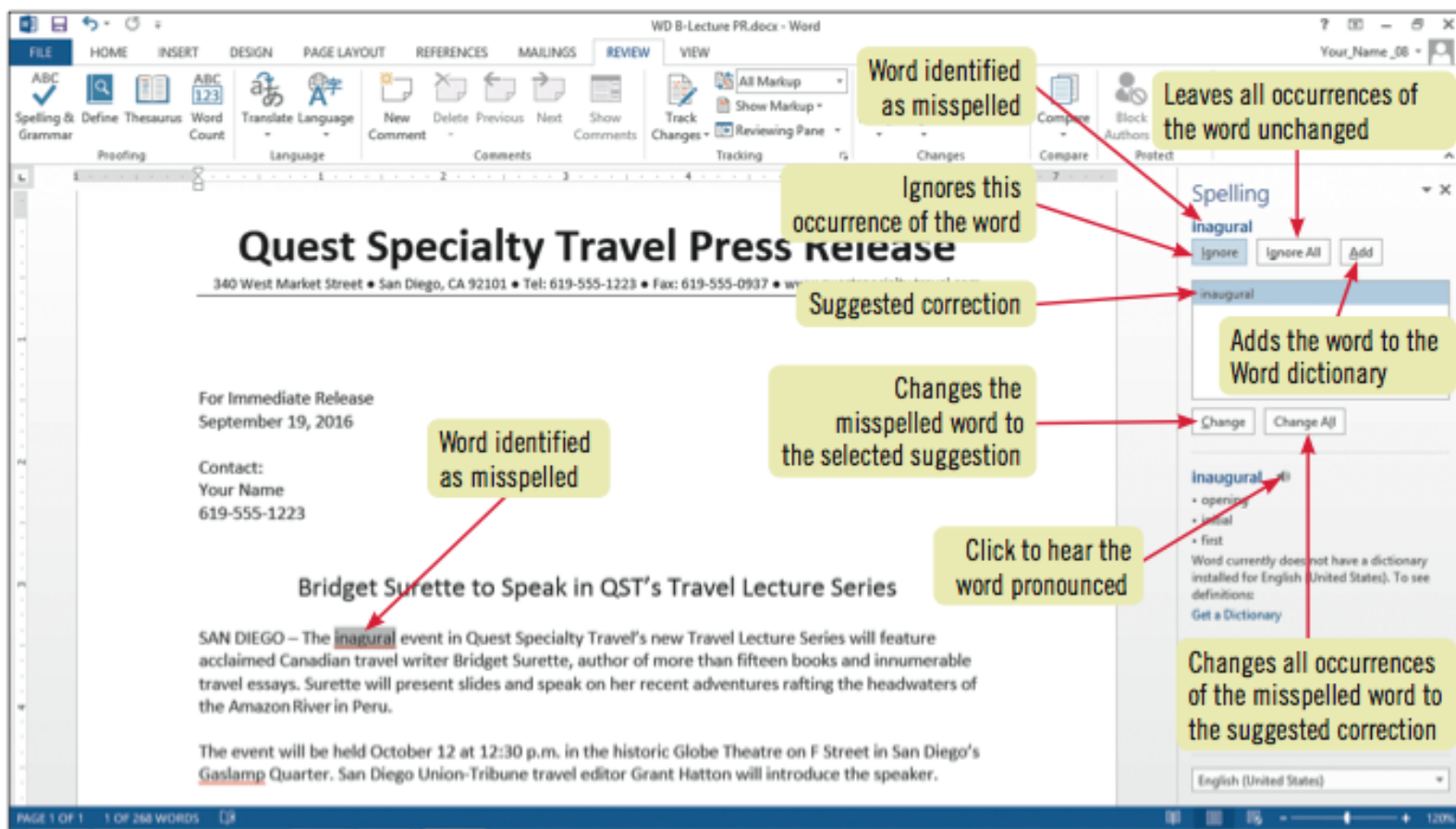 - Flags possible mistakes and suggests corrections
    - Misspelled words
    - Grammar errors
  - Not all flagged errors are incorrect (e.g. names)
    - Click Ignore All or Ignore Once so Word does not flag the word
  - You still need to proofread your documents carefully for errors

Check Spelling and Grammar

Check Spelling and Grammar

- Inserting text with AutoCorrect
  - Word automatically corrects many misspelled words
  - Create your own AutoCorrect entries
    - Words you type often, such as a name
    - Words you often misspell
  - To create an AutoCorrect entry
    - Open the AutoCorrect dialog box
  - To insert an AutoCorrect entry in a document
    - Type the text you want Word to correct followed by [Spacebar]

Research Information

- Research features provides access to many resources
- Use the Thesaurus to look up synonyms for repetitive or awkward words
  - Select a word, then click Thesaurus in the Proofing group on the Review tab
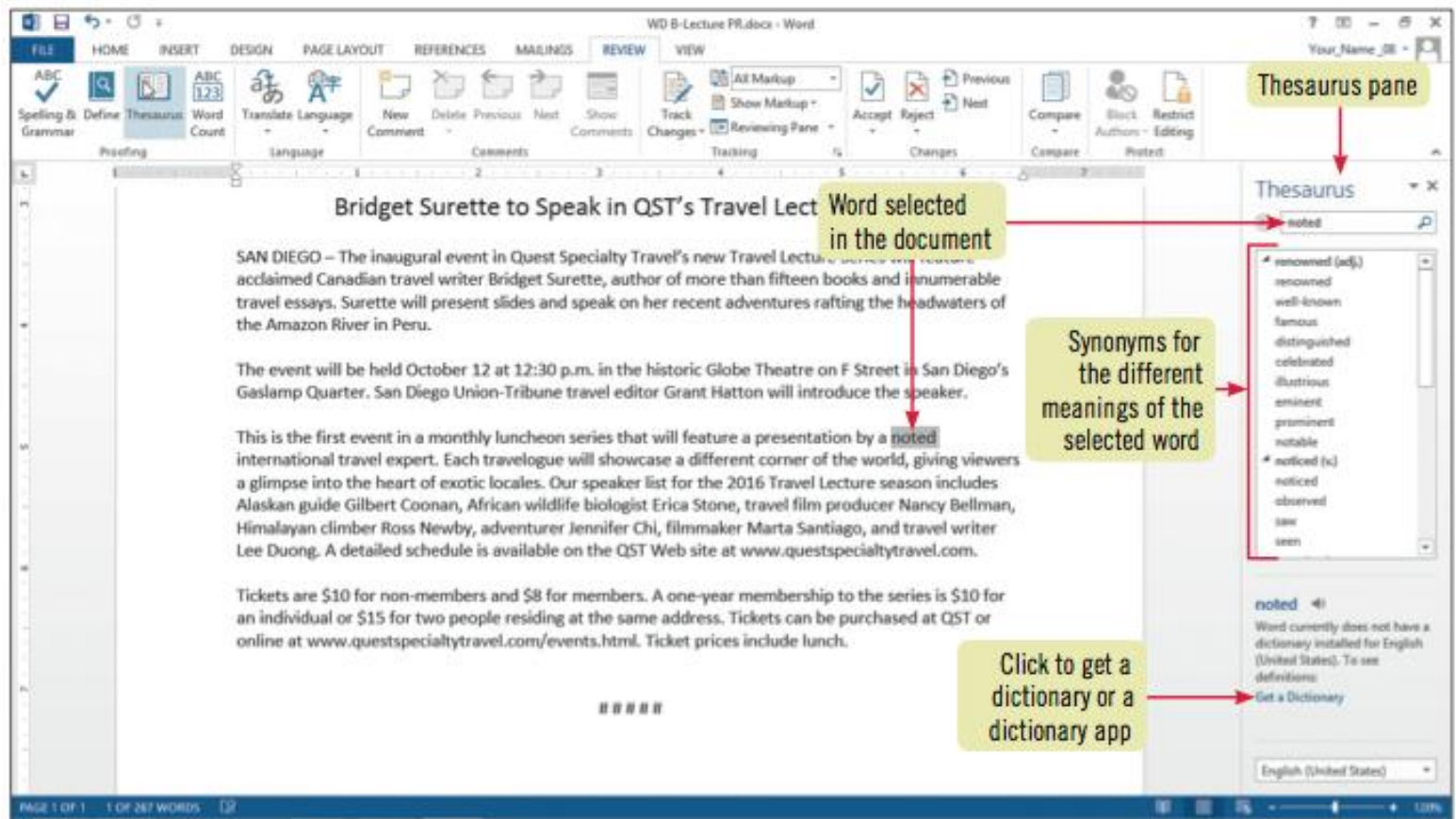 - Right-click a word, then point to Synonyms

Research Information

- Publishing a blog directly from Word
  - A blog is an informal journal that is available to the public on the Internet
  - Create a new blog post by clicking the FILE tab, clicking New, then double-clicking Blog post
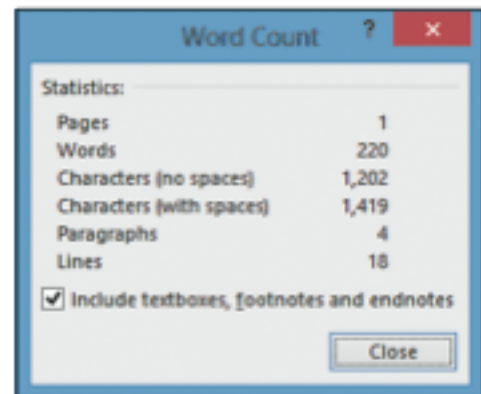 - Can also Share a document as a blog post

Research Information

- ## Thesaurus pane

Research Information

- Word Count dialog box
  - Click the Word Count button in the Proofing group to view the number of pages, words, characters, paragraphs, and lines in the selected text or the entire document

Word Count	?	×

Statistics:

Pages	1
Words	220
Characters (no spaces)	1,202
Characters (with spaces)	1,419
Paragraphs	4
Lines	18

☑ Include textboxes, footnotes and endnotes

Close

Add Hyperlinks

- A hyperlink is text or a graphic that, when clicked, moves the viewer to a different location or program

- Click Hyperlink button in the Links group on the Insert tab to open the Insert Hyperlink dialog box

- Use the Insert Hyperlink dialog box to create hyperlinks
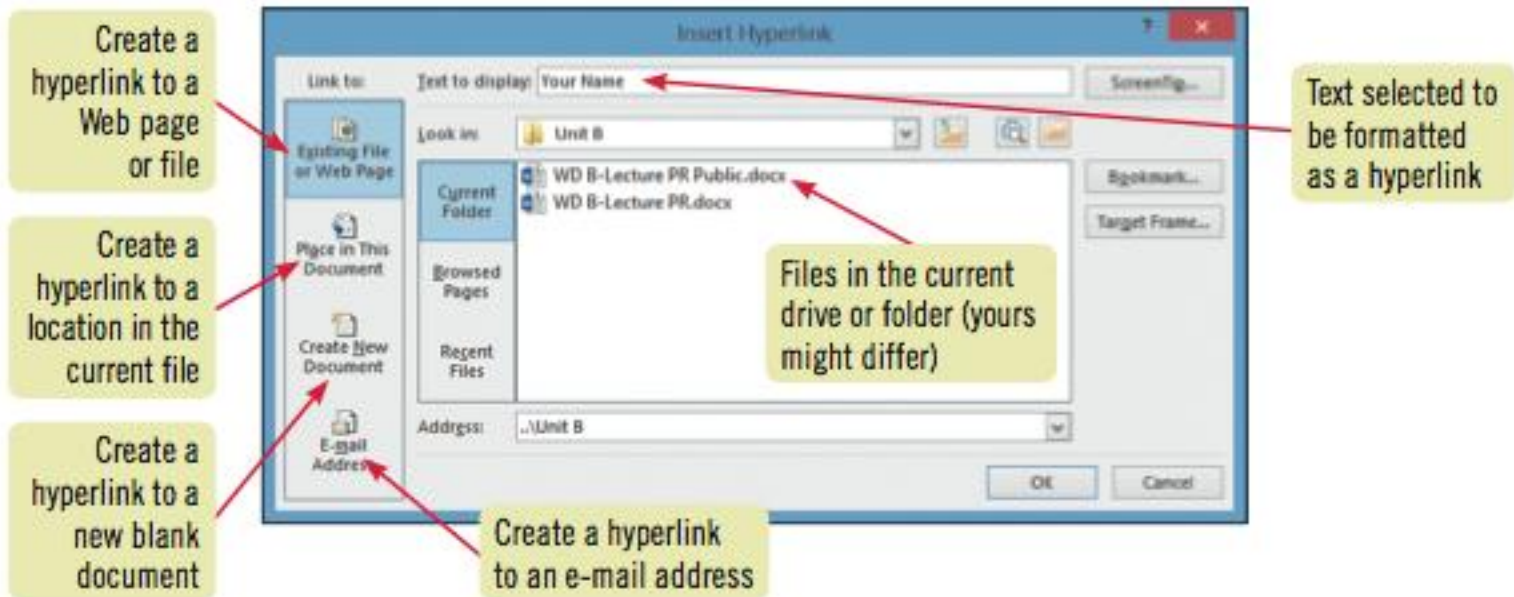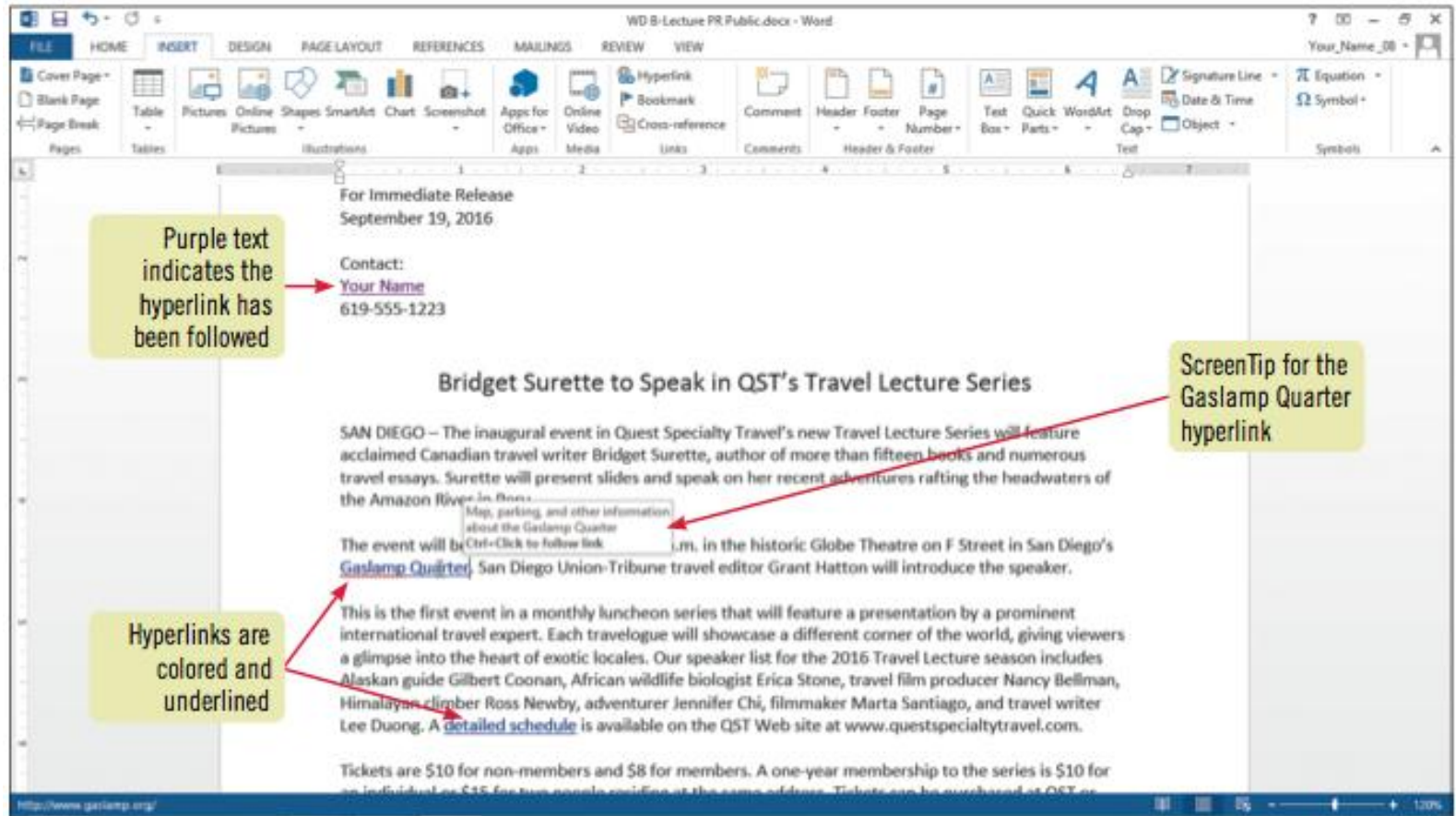
Add Hyperlinks

- Text formatted as a hyperlink appears as colored, underlined text

- When you type an e-mail address or a URL, Word automatically converts it into a hyperlink

- Edit the ScreenTip that appears when you point to a hyperlink to provide information about the link

Add Hyperlinks

- The Insert Hyperlink dialog box

Add Hyperlinks

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Work with Document Properties

- Use the Info screen in Backstage view
- The Document Inspector detects and removes unwanted private or confidential information from a document

Work with Document Properties

- ## Options on the Info screen

option	use to
Protect Document	Mark a document as final so that it is read-only and cannot be edited; encrypt a document so that a password is required to open it; restrict what kinds of changes can be made to a document and by whom; and add a digital signature to a document to verify its integrity
Check for Issues	Detect and remove unwanted information from a document, including document properties and comments; check for content that people with disabilities might find difficult to read; and check the document for features that are not supported by previous versions of Microsoft Word
Manage versions	Browse and recover draft versions of unsaved files

Work with Document Properties

- Document Properties panel
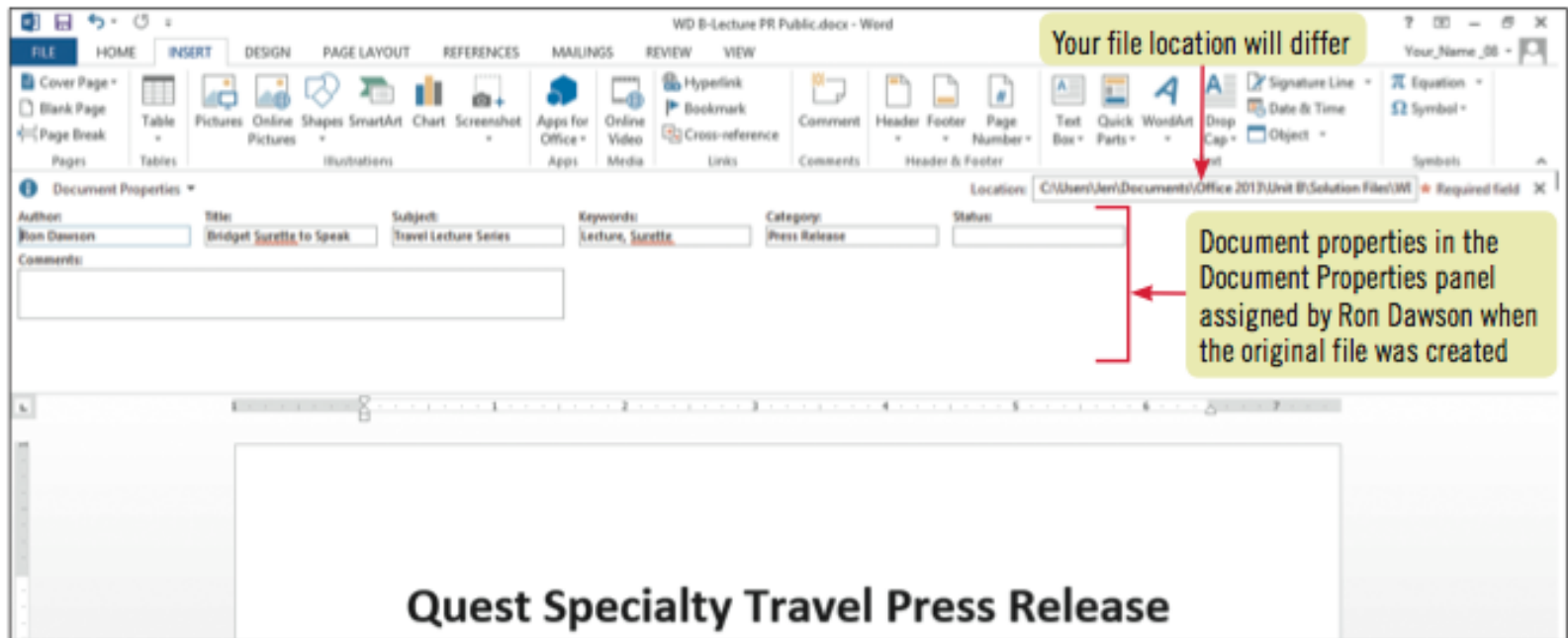
Summary

- Reorganize text using the Cut, Copy, and Paste commands
  - Use the system Clipboard and the Office Clipboard
- Search for and replace all instances of a word or phrase using the Find and Replace feature
- Check a document for possible errors using the Spelling and Grammar checker
  - Always proofread a document

Summary

- Replace a word with a synonym using the Thesaurus

- Add hyperlinks to documents to help users move quickly within a document or to another document or location

- Prepare a document for distribution by reviewing the document properties and by using the Document Inspector to remove private or identifying information