

Microsoft Word 2010 – Level 1

5 – Working with text



WORKING WITH TEXT

InFocus

What you type into a document often needs to be changed. You might need to swap a sentence or paragraph around to improve readability, replace several words or sentences, or even delete whole sections. Whatever the reason, text in a document constantly changes.

To enable you to work with text, you must be able to locate and select it. This then indicates to Word which part of the document will be changed. Once text is selected, Word provides tools to enable you to easily edit, delete, move or copy it.

In this booklet you will:

- ✓ gain an overview of the techniques used to select text
- ✓ learn how to select text using the mouse
- ✓ learn how to select text using the keyboard
- ✓ learn how to edit text in **Insert** mode
- ✓ learn how to edit text in **Overtyp** mode
- ✓ learn how to delete text in a document
- ✓ learn how to undo actions in a document
- ✓ learn how to redo changes in a document
- ✓ learn how to insert symbols and special characters into a document
- ✓ gain an understanding of the **Find** and **Replace** feature
- ✓ learn how to quickly find words and phrases
- ✓ learn how to replace words and phrases in a document

TECHNIQUES FOR SELECTING TEXT

You can **select text** in a document using either the mouse or the keyboard and, in some instances, a combination of both. The method that you choose will depend upon what you want to select and which

device, mouse or keyboard, you are more comfortable using. The various **techniques for selecting text** are shown in the table below.

To select

Single character

Using the mouse

Click to the left of the character, hold down the left mouse button and drag to the right by one character.

Multiple characters within a word

Click to the left of the character, hold down the left mouse button and drag to the right to highlight the desired characters.

Word

Double-click on the word.

Sentence

Click on the first word of the sentence then, while holding down the left mouse button, drag the mouse to select the remaining words in the sentence.

Line

Hover over the blank selection bar to the left of the text until the pointer changes to a right-pointing arrow  then click once.

Paragraph

Triple-click on a word in the paragraph.
OR

Hover over the blank selection bar to the left of the text until the pointer changes to a right-pointing arrow  then double-click.

Block of text

Click on the first word of the block then, while holding down the left mouse button, drag the mouse over the remaining text.
OR

Use a combination of both the mouse and keyboard – click at the start of the selection, scroll up/down so you can see the end of where you want to select, then press **Shift** and click at the end of the selection.

Whole document

Hover over the blank selection bar to the left of the text until the pointer changes to a right-pointing arrow  then triple-click.

Using the keyboard

Use the arrow keys to position the cursor to the left of the desired character. Hold down **Shift** and press **→**.

Use the arrow keys to position the cursor to the left of the desired character. Hold down **Shift** and press **→** for each character.

Use the arrow keys to position the cursor to the left of the desired word. Press **Ctrl** + **Shift** + **→**.

Use the arrow keys to position the cursor at the start of the sentence, then press **Ctrl** + **Shift** + **→** until you have selected all of the words in the sentence.

Use the arrow keys to position the cursor at the start of the line, then press **Ctrl** + **Shift** + **→** until you have selected all of the words in the line.

Use the arrow keys to position the cursor at the start of the paragraph, then press **Ctrl** + **Shift** + **↓**.

Use the arrow keys to position the cursor at the start of the text, then press:

Ctrl + **Shift** + **→** to select whole words

OR

Shift + **→** to select characters

Press **Ctrl** + **Home** to position the cursor at the start of the document, then press **Ctrl** + **Shift** + **End**

OR

Use a combination of both the mouse and keyboard – click anywhere in the document and press **Ctrl** + **A**.

SELECTING TEXT USING THE MOUSE

Before you can edit specific text characters, you must first select them – this tells Word where it will apply the changes. **Selecting text** involves highlighting the area of a document that

you want to perform an action upon. You can select a character, word, sentence, line, paragraph or even the entire document. You can use the mouse to select text easily.

Try This Yourself:

Open
File

Before starting this exercise you **MUST** open the file *W804 Working With Text_1.docx...*

- 1** Move the mouse pointer over **three** in the first line and double-click to select the word
- 2** Triple-click anywhere in the third paragraph to select the entire paragraph
You can also select text using the selection bar (the margin area to the left of the text)...
- 3** Move the mouse pointer to the left of the second line of the third paragraph – when you move into the selection bar, the pointer will change to a right pointing arrow
- 4** Click once to select that line
Now to select the paragraph...
- 5** Ensure that the mouse pointer is still to the left of the third paragraph then double-click to select the third paragraph
- 6** Click anywhere to deselect the paragraph
- 7** Hold down **Ctrl** then click in the first sentence of the fourth paragraph

1

The Founding Directors

Alpheus Global Enterprises was founded by **three** people: Annabel Lewis, Aaron Laversonn and Adele Lee.

All three founders share remarkably similar backgrounds.

2

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They were all nominally born on Tuesday, February 29, 1972. We say, "nominally" because this was the day that all three were left as very tiny, new-born babies on the steps of the orphanages run by the Holy Sisters of Divine Benevolence. The very peculiar thing is that Annabel was left on the steps of the orphanage in Clonmel, Ireland, Aaron on the steps of the orphanage in Dunedin, New Zealand, and Adele on the steps of the orphanage in Guiyang, China.

Each had a similar note enclosed in the basinet which instructed the good sisters to look

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orphanage in Guiyang, China.

Each had a similar note enclosed in the basinet which instructed the good sisters to look after the child until February 29, 1992. An envelope was also enclosed with a wad of cash notes equivalent to 2 million US dollars. The note for each further instructed the orphanage to educate each child up to but not including university level and to then put

For Your Reference...

To **select text** using the **mouse**:

1. Double-click to select a word
2. Triple-click to select a paragraph
3. Press **Ctrl** and click in a sentence to select it
4. Click and drag to select any range of text

Handy to Know...

- You can select all of the text in a document by triple-clicking in the selection bar at the left of the text.

SELECTING TEXT USING THE KEYBOARD

When changing text characters, you must first **select the text** that you want to change, thereby indicating to Word exactly what text to change. There are different ways to **select text**: you can use the

mouse, the keyboard or a combination of the two. To use the keyboard to select text there is one principle to remember: hold down **Shift** and use a key to move the insertion point.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W804 Working With Text_1.docx...*

- 1 Click to the left of the word **Enterprises** in the first line of the first paragraph to position the insertion point
- 2 Press **Ctrl** + **Shift** + **→** to select the word
- 3 Click to the left of **They** in the first line of the third paragraph to position the insertion point
- 4 Press **Shift** + **End** to select the line of text
- 5 Press **Ctrl** + **Shift** + **↓** to select the paragraph
- 6 Press **Ctrl** + **A** to select the entire document
- 7 Press **Ctrl** + **Home** to return the insertion point to the start of the document

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For Your Reference...

To **select text** using the **keyboard**:

1. Press **Ctrl** + **Shift** + **→** to select a word
2. Press **Shift** + **End** to select a line of text
3. Press **Ctrl** + **Shift** + **↓** to select a paragraph
4. Press **Ctrl** + **A** to select the document

Handy to Know...

- The Word **Help** system contains a comprehensive list of the different keyboard shortcuts required to select text and move the insertion point. Click on **Accessibility** in the Word **Help** Table of Contents and then click on **Keyboard shortcuts for Microsoft Word**.

EDITING TEXT IN INSERT MODE

By default, as you type in Word, the text is inserted at the position of the insertion point and the existing text is pushed to the right. This is called **Insert mode**. This mode enables you to edit a document and

easily insert new characters and even new words or whole paragraphs within the current text; all you need to do is click and type.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *W804 Working With Text_1.docx...*

1 Click to the right of the number **2** in the second sentence of the fourth paragraph

2 Type **.5** to edit the text

The text should now be 2.5 million. You can also insert whole words...

3 Click to the left of the first instance of the word **orphanage** in the last sentence of the third paragraph

4 Type **old** then press to insert the word

1

orphanage in Guiyang, China.

Each had a similar note enclosed in the basinet which instructed the good sisters to look after the child until February 29, 1992. An envelope was also enclosed with a wad of cash notes equivalent to 2]million US dollars. The note for each further instructed the orphanage to educate each child up to but not including university level and to then put each child to work tending the poor, the sick and the elderly until the child turned 20. During their education each child was to become fluent in at least three languages, one of which was to be English. At the end of the period and if the orphanage had complied another envelope would be sent to the orphanage with a further 2.5 million US dollars – 2 million for the orphanage and the rest for the child.

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For Your Reference...

To **edit** text in **Insert mode**:

1. Click in the sentence where you want to add the text
2. Type the text

Handy to Know...

- You can display a mode indicator in the status bar to enable you to easily check which mode you are working in. To do this, right-click on the status bar and select **Overtyp**. **Insert** will display when you are using **Insert mode** and **Overtyp** will display when you are using **Overtyp mode**.

EDITING TEXT IN OVERTYPE MODE

By default, as you type in Word, the text is inserted at the position of the insertion point and the existing text is pushed to the right. This is called **Insert mode**. You can also switch to **Overtyping mode**, where the

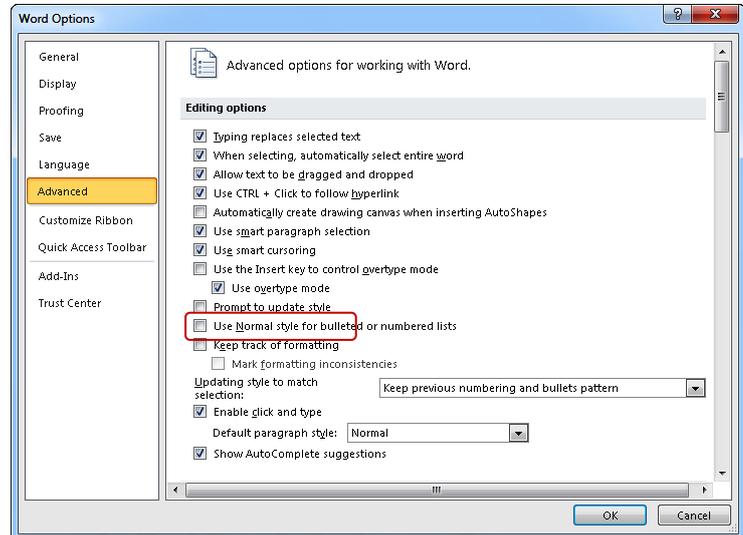
text that you type replaces the existing text positioned to the right of the insertion point. To use **Overtyping mode**, you first need to activate it.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *W804 Working With Text_2.docx...*

- 1** Click on the **File** tab to open **Backstage view**, then click on **Options** to open the **Word Options** dialog box
- 2** Click on **Advanced** to display the options, then tick **Use overtyping mode** under **Editing options**
- 3** Click on **[OK]** to activate **Overtyping mode**
Now let's try it out...
- 4** Click to the left of **Dunedin** in the third paragraph to position the insertion point
- 5** Type **Manukau**
The existing text will be replaced with the new text...
- 6** Repeat steps **1** and **2** to deactivate **Overtyping mode** and revert to the default **Insert mode**



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To **edit** text in **Overtyping mode**:

1. Click on the **File** tab, then click on **Options** and check that **Use overtyping mode** is ticked in **Advanced**, then click on **[OK]**
2. Type the text

Handy to Know...

- The **Use the Insert key to control overtyping mode** option in the **Word Options** dialog box enables you to press **Insert** to quickly toggle between **Insert** and **Overtyping** modes.

DELETING TEXT

One of the primary advantages of working with a word processor is the ease with which corrections can be made. In Word, simple changes can be made to the text in your document by using the **delete** and

backspace keys to remove text. The delete key removes characters to the right of the insertion point, while backspace removes characters to the left.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W804 Working With Text_3.docx...*

- 1 Click to the left of **very** in the third paragraph to position the insertion point
- 2 Press **Del** to delete the letter to the right: **v**
- 3 Press **Del** **four** more times to delete **ery** and the space
- 4 Click to the right of **remarkably** in the second paragraph and press **Back Space** **eleven** times – this will delete the characters to the left of the insertion point
- 5 Click to the left of **very peculiar** in the next paragraph
- 6 Press **Ctrl** + **Del**
This keyboard shortcut deletes an entire word...
- 7 Click to the left of **good** in the next paragraph, hold down **Shift** and click at the right end of **good** to select the word
- 8 Press **Del** – notice how the spacing between the words is adjusted automatically

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For Your Reference...

To **delete text**, position the insertion point, then:

- Press **Del** to remove text to the right
- Press **Back Space** to remove text to the left
- Press **Ctrl** + **Del** OR **Ctrl** + **Back Space** to delete a word

Handy to Know...

- You can select non-contiguous ranges of text. Simply select the first range, then hold down **Ctrl** and select the next range/s. When using this method to delete multiple words, keep in mind that Word may not automatically adjust the spacing between words.

USING UNDO

If you find that you have inadvertently deleted, changed or moved text, you can **undo** the changes that were made and revert to a previous version of the document. The **Undo** operation in Word

holds a snapshot of your document prior to each and every action that you perform, enabling you therefore to select the point to which you want the document to revert.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W804 Working With Text_4.docx...*

- 1 Triple-click in the first paragraph to select it
- 2 Press **Del** to delete it
Whoops! Didn't actually mean to do that...
- 3 Click on **Undo**  in the **Quick Access Toolbar**
The deleted paragraph will be reinstated. Let's see how the Undo list of snapshots builds...
- 4 Click immediately before **founders** in the second paragraph, type **Alpheius** then press **Space**
- 5 Double-click on **tiny** in the third paragraph and press **Del** twice – this will also delete the redundant comma
- 6 Click on the drop arrow for **Undo**  in the **Quick Access Toolbar** to display the list of actions
- 7 Move the mouse pointer over the third action and click on it – this will undo the last three actions

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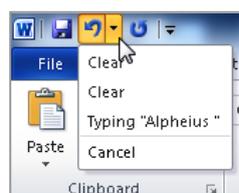
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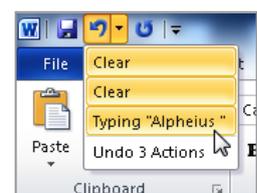
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7



For Your Reference...

To **undo** previous **actions**:

1. Click on **Undo**  in the **Quick Access Toolbar** to undo a single action
Or
Click on the drop arrow for **Undo**  in the **Quick Access Toolbar** and select a series of actions

Handy to Know...

- You can also use the keyboard shortcut **Ctrl** + **Z** to quickly undo the previous action. Alternatively, hold down **Ctrl** and press **Z** repeatedly to undo consecutive actions.

USING REDO

The **Undo** function has a handy partner called the **Redo** function. **Redo** enables you to reverse an action that you have just undone. Sound confusing? Well it's not. Consider an instance where you delete

some text from your document and then change your mind. **Undo** will reinstate the text, but if you change your mind again, **Redo** will delete the text once again.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W804 Working With Text_5.docx...*

1

Triple-click in the first paragraph to select it

2

Click on the **Home** tab in the ribbon, then click on **Bold**  in the **Font** group
Oops, this wasn't the formatting we wanted...

3

Click on **Undo**  in the **Quick Access Toolbar** to remove the formatting
Notice that the Redo tool is now available in the Quick Access Toolbar, enabling you to change your mind once again...

4

Click on **Redo**  in the **Quick Access Toolbar** to reapply the bold formatting

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For Your Reference...

To **redo** a change (after undoing one first):

1. Click on **Redo**  in the **Quick Access Toolbar**

Handy to Know...

- The **Redo**  tool is only available after you have used the **Undo** tool first to reverse a change – until that time, it is replaced with the **Repeat** tool.
- You can also use the keyboard shortcut  +  to redo an action.

INSERTING SYMBOLS AND SPECIAL CHARACTERS

Microsoft Word enables you to **insert** many different types of **symbols and special characters**, including characters that are not normally found on the keyboard. These special characters include

practical examples like the copyright symbol © and trademark symbol ®, through to artistic wingding characters like telephones ☎, envelopes ✉ and computers 🖨.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file W804 Working With Text_7.docx...

- 1 Click immediately after **TakeCare** in the third paragraph and press Space
- 2 Click on the **Insert** tab on the ribbon, then click on **Symbol** in the **Symbols** group
This will display a palette of recently used symbols...
- 3 Click on **Copyright Sign** © to insert it into the paragraph
You can also use the Symbols dialog box to choose from the complete symbols and special characters collection...
- 4 Click on **Symbol** in the **Symbols** group, then select **More Symbols** to open the **Symbols** dialog box
- 5 Click on the drop arrow ▼ for **Font** and click on **Webdings**
Alternatively, click on Wingdings if Webdings is not available. You will now see a collection of some of the graphical characters...
- 6 Browse through the various characters then click on **[Cancel]** to close the dialog box

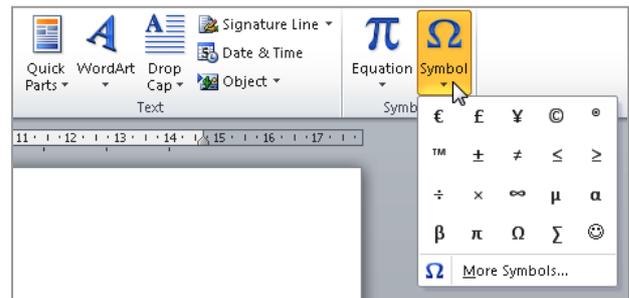
1

Melbourne, Dublin, Auckland, Paris, and New York.

The company began out of the desire to offer eco-friendly products and services, and to do so in a responsible, corporate way. Its TakeCare production methodologies make Alpheius the leader in its field, while its EnviroFlair product has won acclaim the world over.

The company is neither fully private, nor public. It has been floated on its own intra-

2



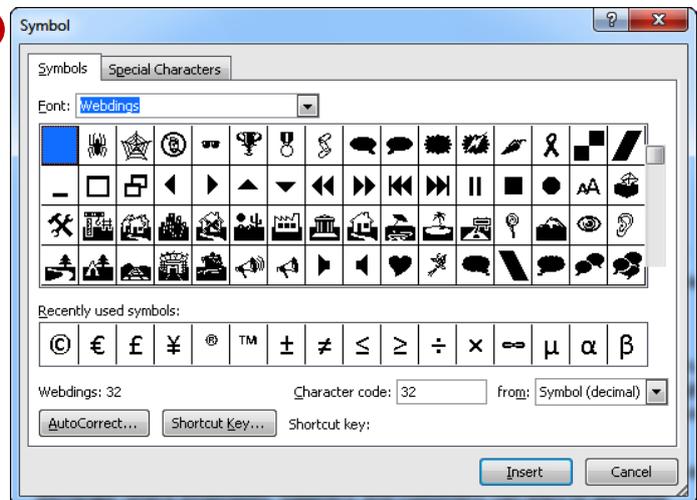
3

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5



For Your Reference...

To **insert symbols**:

1. Click on the **Insert** tab on the ribbon then click on **Symbol** in the **Symbols** group
2. Click on **More Symbols**
3. Select a **Font** then click on a symbol
4. Click on **[Insert]** then click on **[Close]**

Handy to Know...

- You can use the **Special Characters** tab in the **Symbols** dialog box to insert characters such as **Em Dashes** (–) which present clearer in documents than normal dashes and **Nonbreaking Spaces** which prevent consecutive words separating from the end of one line and moving onto the next.

UNDERSTANDING FIND AND REPLACE

Quite logically, **find and replace** is the act of locating information and replacing it with other information. Microsoft Word automates the procedure which is particularly handy, for instance, in a 100-

page document. There are many facets to the **Find and Replace** facility as it is capable of finding and replacing more than just text.

What is Find and Replace?

Within Microsoft Word, **Find and Replace** is the tool that enables you to locate specific things and replace them (if you wish) with an alternative. In its simplest form, this involves searching for a word and replacing each instance with a different word. For example, to localise a document that you plan to send to the UK, you might want to locate all instances of the word 'dollars' and replace them with 'pounds' (or euros).

There are two ways to conduct the replacement: automatically or manually. The quicker alternative is to choose to replace all instances of the word automatically and this is useful, for example, in a document that contains the maiden name of a recently married woman – in this instance you would want all instances of her maiden name to be replaced with the married name (assuming, of course, the new bride changed it!). However, in some instances, it may be more beneficial to manually move through the matches one-by-one and change only those that require it. Consider a document that contains the words 'stationary' and 'stationery', or 'principal' and 'principle' - you may suspect that you have used the incorrect version of the word at times, so simply replacing one with the other is not really what you want to achieve in this case. By searching for each instance, one at a time, you can decide which ones to change.

Replacing searched text is not mandatory; you can also use the Find facility independently of Replace. This is useful if you want to check through your document and see each instance of a particular word, but not necessarily make any changes.

What Can I Find and Replace?

The **Find and Replace** tool is very comprehensive. It is not limited to only locating single words; you can also find phrases, special characters, formatting and document marks. Word also enables you to search on similar sounding words (this is especially good if you're not sure how to spell a word), parts of words using wildcards or specific text case to name just a few. Simply use the options in the **Find Options** or the **Find and Replace** dialog box to set the criteria, as shown in the table below.

The Search (Find) Options

Option	Description	Example
Match case	Only text exactly matching the case typed in the Search field will be returned	AlphECom will not find alphecom
Find whole words only	Only text that matches the whole word/s typed will be returned	sand will not find sandpit or sandfly
Use wildcards	Wildcards can be substituted for characters, digits or letters. Select them from [Special]	b^\$t finds bit, bet, bat, but
Sounds like (English)	Text that is phonetically similar to the search word will also be found	groan will also find grown
Find all word forms (English)	Finds text that is another form of the search word, even when spelled differently	was finds were, is, am
Match prefix	Only text with the search string located at the beginning is returned	pre finds preschool not Supre
Match suffix	Only text with the search string located at the end is returned	per finds super not person
Ignore punctuation characters	Finds matches irrespective of punctuation (e.g. full stops and commas)	sit still also finds sit. Still
Ignore white-space characters	Caters for words often being concatenated. Will find the search words with spaces in between and without.	there by also finds thereby
Highlight all	Highlights every instance of the search string in the document	an will be highlighted in antelope
Incremental find	Highlights each letter of the search criteria in the document as you type it	

FINDING WORDS

You can perform an incremental search using the **Navigation pane**. This means you don't need to type the exact term you're looking for – just part of it. By default, Word ignores the case of the

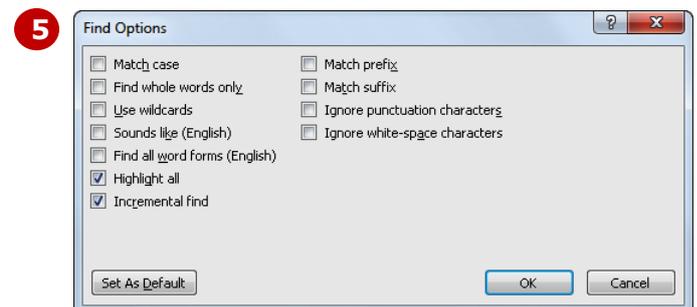
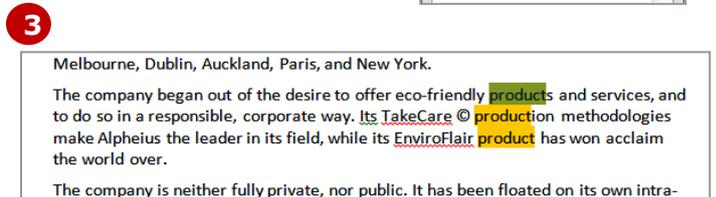
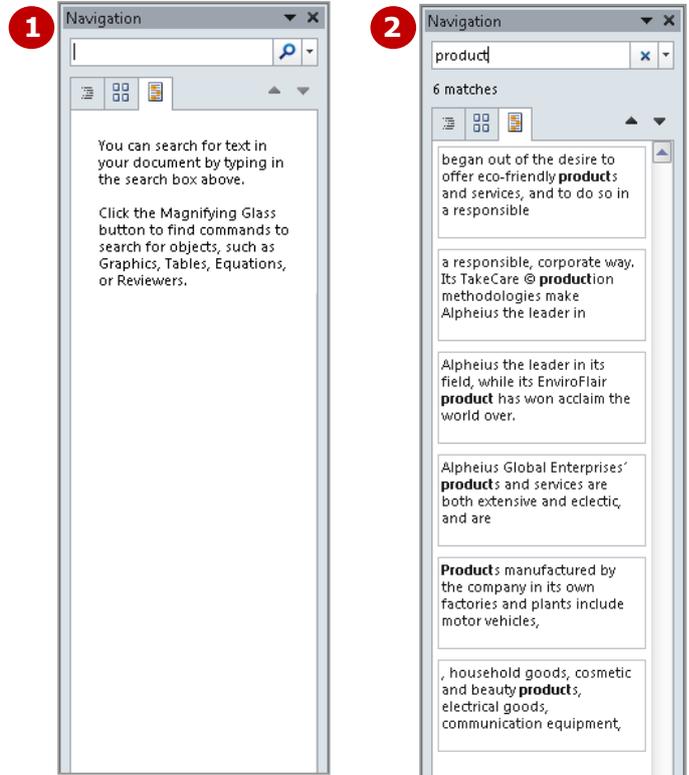
search text and highlights each instance of matching text as it finds it. You can also clarify or generalise the request by specifying additional search options in the **Find Options** dialog box.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *W804 Working With Text_8.docx...*

- 1** Click on the **Home** tab on the ribbon, then click on **Find**  in the **Editing** group to open the search tab of the **Navigation** pane
- 2** Type **product** in the search box
Six instances have been found, including products, Products and production. They are listed in the Navigation pane and are highlighted in the document...
- 3** Click on **Next Search Result**  to select the first instance of **product**
You can select a specific instance from the Navigation pane...
- 4** Click on the bottom search result to highlight the last instance of **product** in the document
- 5** Click on **Find Options**  to the right of the search box and select **Options** to open the **Find Options** dialog box
You can specify the case...
- 6** Tick **Match case**, click on **[OK]** and then type **Pro** in the search box
One result has been found – Products...
- 7** Click on **End search**  to return to the document



For Your Reference...

To perform a simple search:

1. Click on **Find**  in the **Editing** group on the **Home** tab to open the **Navigation** pane
2. Type the search criteria in the search box
3. Click on **Next Search Result**  or on the desired search result in the bottom of the **Navigation** pane

Handy to Know...

- As well as text, you can use the search box in the **Navigation** pane to search for graphics, tables and more.
- You can set specific options to be used as the default search options. Click on **Find Options** , select **Options**, set the options and click on **[Set As Default]**.

REPLACING WORDS

Replacing words or phrases is as easy as locating them using the **Find and Replace** dialog box. The **Replace** tab in the dialog box is one of three tabs, and it contains the settings for replacing text

throughout a document. To achieve this, you simply need to indicate the text that you want to locate and the text that you want to replace it with.

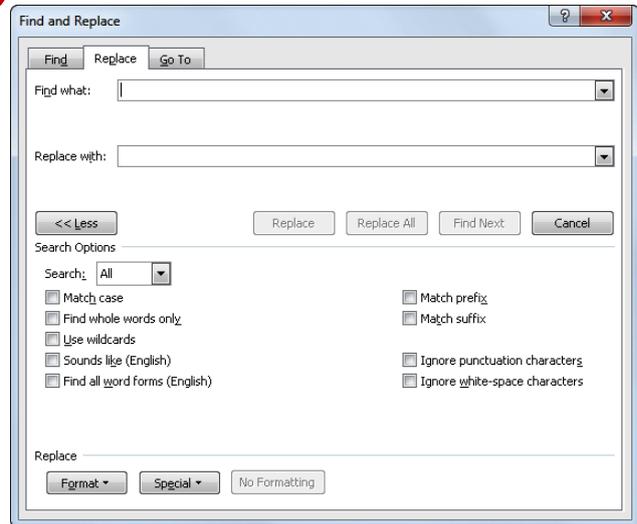
Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *W804 Working With Text_9.docx...*

- 1** Press **Ctrl** + **Home** to position the insertion point
- 2** Ensure that the **Home** tab is active then click on **Replace**  in the **Editing** group
The Replace tab of the Find and Replace dialog box is displayed, carrying over any previous settings...
- 3** Type **well-known** in **Find what**, press **Tab** and type **renowned** in **Replace with**
- 4** Click on **[Find Next]** to locate the first instance
- 5** Click on **[Replace]** to replace the text, then click on **[OK]** to return to the dialog box
Let's try Replace All...
- 6** Type **Aaron** in **Find what** and type **Aron** in **Replace with**
- 7** Click on **[Replace All]** to replace every instance of **Aaron**
Word will have found and replaced eight instances...
- 8** Click on **[Close]**

2

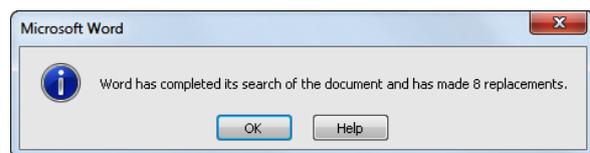


4

You can also display the **Replace** tab of the **Find and Replace** dialog box from the **Navigation** panel. To do this, click on **Find Options**  and select **Replace**.

7

for the orphanage and the rest for the child.
The Holy Sisters of Divine Benevolence are **well-known** for their integrity and honesty, and while they were all initially affronted by the note and the money, they quickly decided that it could be put to good work to help those in need. The sisters all unquestioningly complied with the note and on February 29, 1992, received a further envelope delivered without sender information or return address.



For Your Reference...

To **replace words** or **phrases**:

1. Click on the **Home** tab on the ribbon then click on **Replace**  in the **Editing** group
2. Type the search text in **Find what** and the replacement text in **Replace with**
3. Click on **[Find Next]** then click on **[Replace]**

Handy to Know...

- In this exercise you used **[Replace All]** which, in the case of a misspelt name, is fine. But, for a lot of cases, it is safer to check each word before replacing – in other words, click on **[Find Next]** and then **[Replace]** for each instance.

USING GO TO

When working in Word documents with multiple pages and objects, it can become tricky and time-consuming to move around the document to specific locations. To simplify this, Word has a feature known as

Go To that enables you to locate pages, sections, tables, graphics and other special markers quickly and accurately. In this way, you can quickly and easily navigate the document.

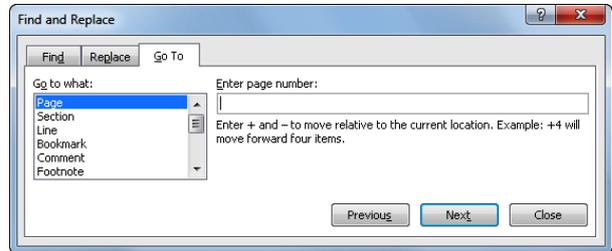
Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *W804 Working With Text_10.docx...*

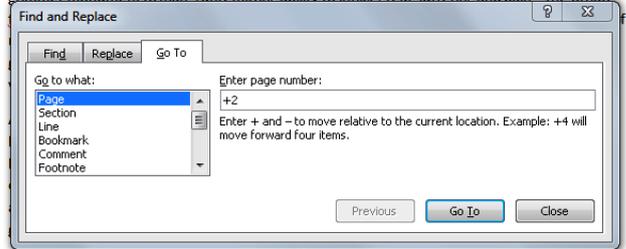
- 1** Ensure the **Home** tab is active, then click on the drop arrow for **Find** in the **Editing** group and select **Go To**
- 2** Click on **Page** in **Go to what** then type **+2** in **Enter page number**
The '+' indicates that you want to move forward two pages from the current page...
- 3** Click on **[Go To]** to move to page **3** – you can check the page number in the status bar
- 4** Click on **Bookmark** in **Go to what**
Bookmarks are special markers in documents that appear as  if the Show bookmarks option is turned on....
- 5** Click on the drop arrow for **Enter bookmark name**, click on **Holy_Sisters** then click on **[Go To]**
- 6** Click on **Heading** in **Go to what** then click on **[Previous]**
The insertion point moves back to the previous heading...
- 7** Click on **[Close]**

1



3

He had just been to visit the Arc de Triumph and had been emotionally moved by the tomb of the Unknown Soldier. He needed to sit and reflect on the stupidity and senselessness of war. Before him, and off in the distance down one of the **world's** finest boulevards, lay an even **grimmer** monument to man's unremitting ability to inflict great suffering and pain – the ornate

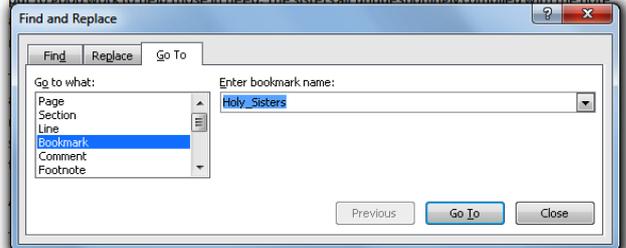


He swung his rucksack off his shoulders and rummaged inside only to find that his diary was still there. How can this be? And then he noticed the beautiful young woman sitting at the table. Long dark, flowing hair, a tanned complexion, eyes as clear as spring water – a princess in a city

5

Holy Sisters

The Holy Sisters of Divine Benevolence are well-known for their integrity and honesty, and while they were all initially affronted by the note and the money, they quickly decided that it could be put to good work to help those in need. The sisters all unquestioningly complied with the note



money for future use. They wanted this to be an adventuresome time in their lives so they decided to wander wherever and whenever their fancy took them, doing odd jobs here and

For Your Reference...

- To **go to** a specific part of the document:
1. Click on the **Home** tab on the ribbon
 2. Click on the drop arrow for **Find** in the **Editing** group
 3. Select the object to go to in **Go to what**
 4. Click on **[Go To]**

Handy to Know...

- In general, use **Find** to locate text within a document and **Go To** to find a type of content, such as a table, section and so on.
- To display bookmarks, tick **Show bookmarks** under **Show document content** in the **Advanced** category of the **Options** dialog box.

CONCLUDING REMARKS

Congratulations!

You have now completed the **Working with text** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as listed in the objectives on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

Where To From Here...

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**