

# 2

## ASSIGNMENT 2

# TYPING AND EDITING TEXT

### ASSIGNMENT OBJECTIVE

When you complete Assignment 2, you'll be able to

2. Create a document



### ASSIGNMENT 2

## VOCABULARY

The terms you need to know for this assignment are

- Checkbox
- Clipboard
- Editing
- Ergonomics
- Formatting marks
- Selected text
- Task pane
- Thesaurus
- Word wrap

Microsoft Word 2016 includes many features for typing and editing text. Some of these features, such as the spelling and grammar checker, Smart Lookup, and the thesaurus, can help you improve your writing. Other features, such as cut, copy, and paste, can help you refine your message without having to retype text.



## The Importance of Typing and Editing Skills

In most workplaces, electronic documents have replaced traditional pen-and-paper forms, messages, and notes. As such, typing and editing using word processing programs have become essential skills for nearly all job fields.

- Workers in the medical and veterinary fields assess and take notes on patients using electronic documents.
- Mechanics fill out diagnoses and repairs electronically to give the information to customers easily and to file bills and estimates digitally.
- Employees in the fields of business, marketing, and advertising send reports and memos to coworkers, clients, and investors using Word documents, often with a company letterhead.

## TYPING TEXT

In a new Word document, the insertion point appears as a blinking line in the upper left of the document. As you type, characters appear and the insertion point moves to the right. When your text reaches the right edge of the document, the insertion point is automatically moved to the next line in a process called *word wrap*. It's important to allow the text to wrap automatically; press **Enter** at the end of a paragraph only. Later, you'll see that when edits are made, word wrap adjusts text as necessary.

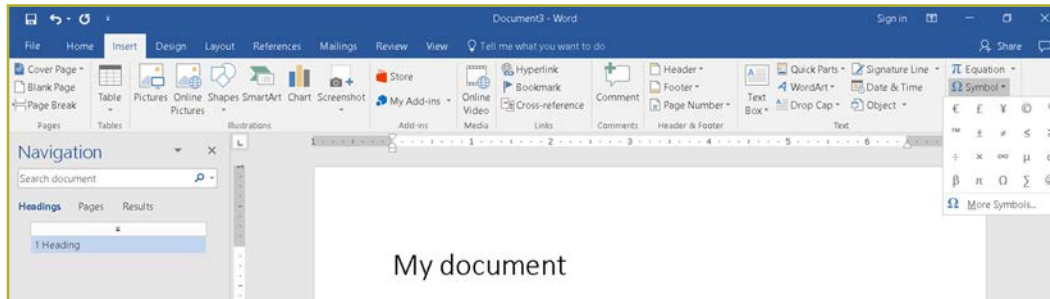
Another consideration when typing is how many spaces you type after a period. Word automatically adjusts space proportionally between characters and words to provide the best reading experience. To avoid distracting gaps, you should type *only* one space after a period at the end of a sentence. This will give your document a more professional look.

Planning is an important aspect of creating any type of document. If you'll be typing an address block or other text that should be single spaced, then you'll need to click **No Spacing** on the **Home** tab before typing to change the paragraph style (paragraph styles are covered in Assignment 4). A new Word document uses the default style, which adds extra space after a paragraph. This is more appropriate for a term paper or business letter.


One final consideration when typing is *ergonomics*. Ergonomics is the scientific study of people at work. The goal of ergonomics is to reduce stress, strain, and fatigue. To work more efficiently and productively while reducing the possibility of eyestrain, you should change the magnification of the document so that you can easily read the text as you type. The **Zoom** controls in the lower right of the document window are used to change the magnification. Click **+** to increase the magnification, click **-** to reduce, or drag the slider in either direction. The magnification doesn't affect the size of the text when printed.

## INSERTING SPECIAL CHARACTERS

You can add characters that don't appear on the keyboard, such as ¢ or é, to a document by inserting a symbol. On the **Insert** tab, click **Symbol** to display a menu of the most common or most recently used symbols (Figure 12). Click a symbol to insert it into the document or click **More Symbols** to display a dialog box with additional symbols and special characters. Some symbols can be added through keyboard shortcuts. For example, (c) converts to ©, (r) to ®, (tm) to ™, and -- to —. Look in the AutoCorrect dialog box for more.



**FIGURE 12**—The Insert Symbol Command



### Using Special Characters

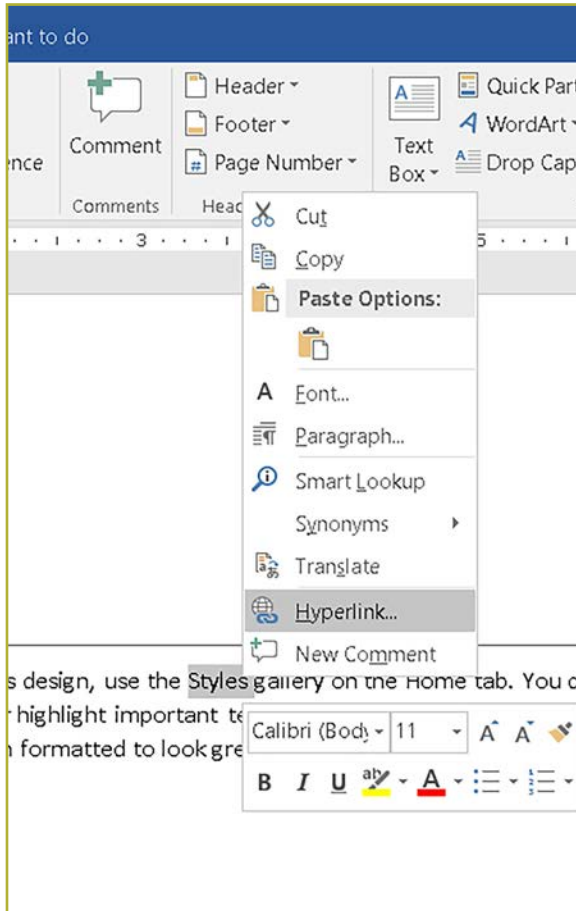
Regardless of your career, you may find yourself needing to use special characters when typing and editing text.

- A customer, client, or coworker may have a name that requires an accented letter (for example, Hernández).
- You might write about a trademarked (™), copyrighted (©), or registered (®) property or slogan.
- Your job may require you to deal with foreign currency such as Euros (€), Francs (F), or yen (¥).
- You may record temperatures in degrees (°) or use mathematical symbols (+, ×, ÷).

## TYPING HYPERLINKS

When you type email addresses or webpage URLs, Word automatically converts them to *hyperlinks*, making the text blue and adding an underline to indicate a link. If you distribute the file as a Word document or as a PDF, the reader can click the links in your document to open the corresponding websites.

Word uses the @ symbol and the text **www.** to decide if your text should be formatted as a hyperlink. If you type a link that doesn't follow this protocol, then you can right-click the text and select **Hyperlink** to display a dialog box where you can specify link information (Figure 13).



**FIGURE 13—Adding a Hyperlink**

## **SPELLING AND GRAMMAR CHECKING**

Word continuously analyzes spelling and grammar as you type. When a word isn't recognized, it's displayed with a red squiggly line (Figure 14). And when a phrase seems grammatically incorrect, Word places a blue squiggly line below the questionable text.

# My document

## 1 HEADING

To take advantage of this template's design, use the Styles gallery on the Home tab. You can format your headings by using heading styles, or highlight important text using other styles, like Emphasis and Intense Quote. These styles come in formatted to look great and work together to help communicate your ideas. You're grammar may be poor.

Go ahead and get started.

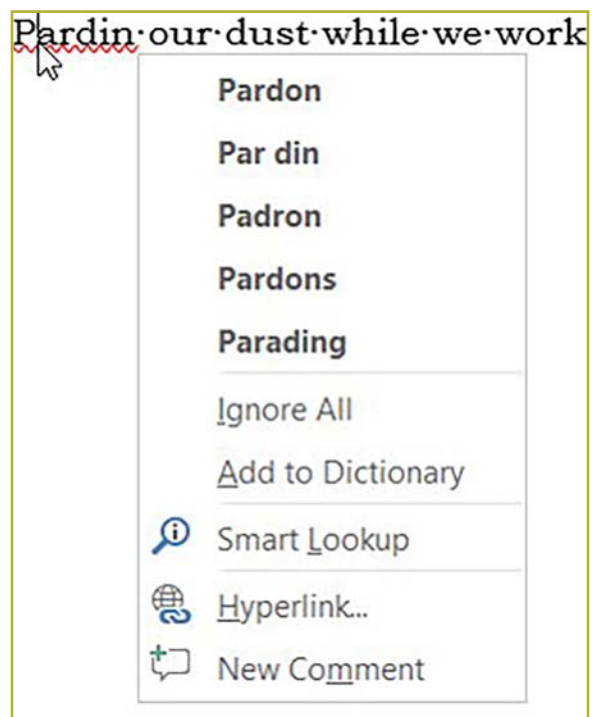
**FIGURE 14**—The red and blue markings highlight spelling and grammar errors.

When your document displays red or blue squiggly lines, you'll want to investigate. Nothing affects your credibility like spelling and grammar errors.

For words flagged as spelling errors, right-click the word to display a menu with suggested spellings and other options (Figure 15).

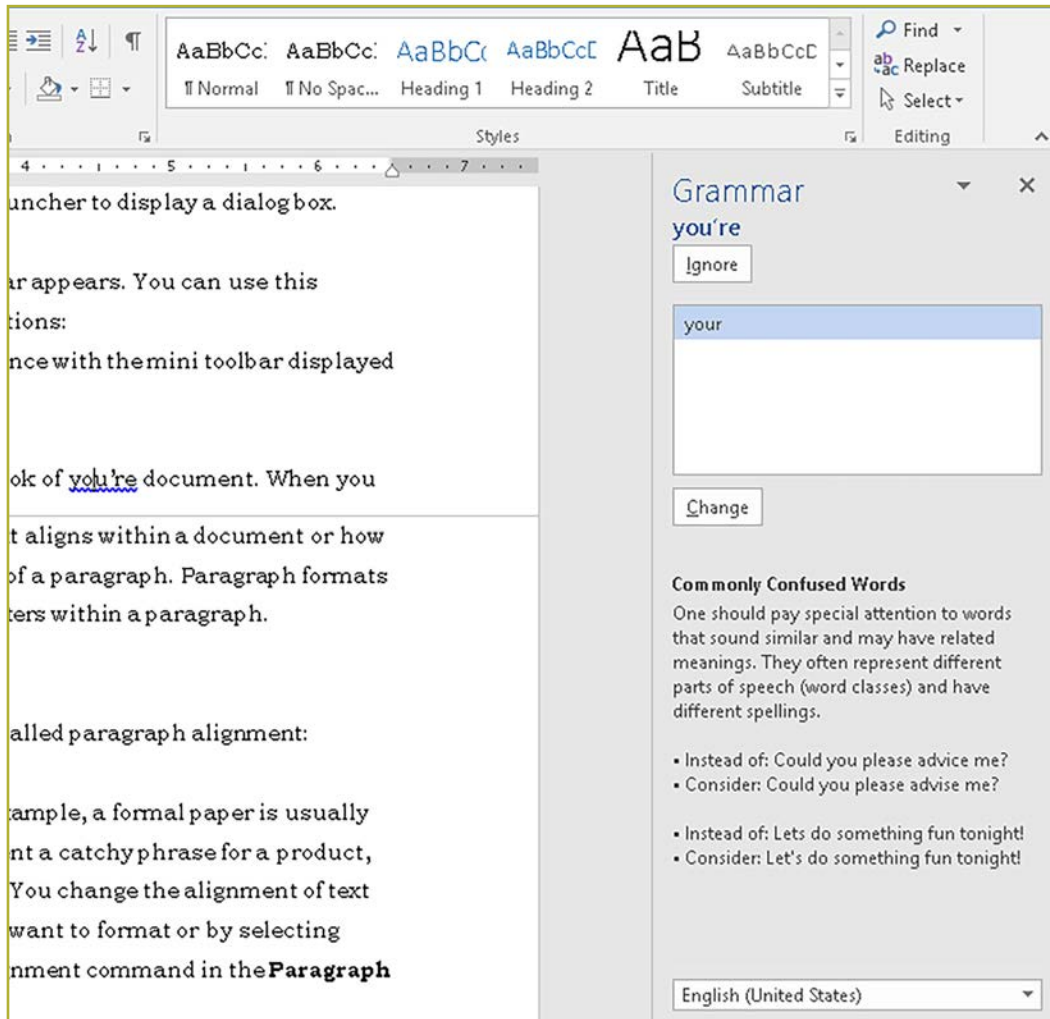
On the menu, click one of the options to replace the misspelled word. If the word you've typed is correctly spelled, then you can safely click **Ignore All** or **Add to Dictionary**. The **Add to Dictionary** command will recognize the word in all future documents and all other Office applications.

**FIGURE 15**—Click one of the suggested options to replace the misspelled word.



For words flagged as grammatical errors, right-click the text to display a menu with suggested corrections and other options.

Click a suggestion to replace the text or click **Grammar** to display a task pane with more explanation about the potential error (Figure 16). A *task pane* is a set of options that remain open with your document. To close the task pane, click the **Close** button in the upper right corner of the pane.

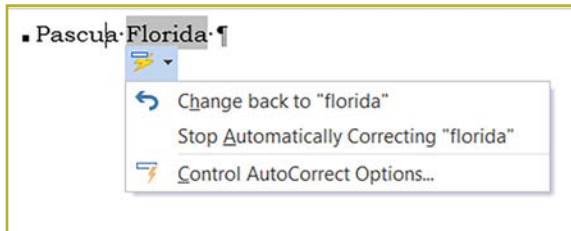


**FIGURE 16—The Grammar Task Pane**

AutoCorrect is a feature that automatically corrects the spelling and capitalization of common words. For example, *teh* becomes *the* and *florida* becomes *Florida*. If Word decides that a combination of letters should really be a word from its AutoCorrect dictionary, the correction is automatically made without you having to retype anything. For example, as soon as you type a space after “thier” Word changes the spelling to “their.”

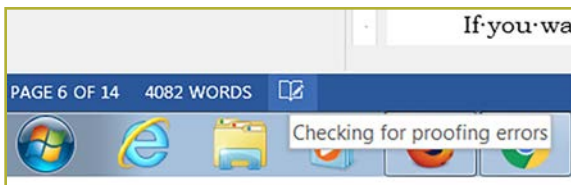
When the AutoCorrect feature changes a word that was correct as is, hover over the changed word to display a blue bar and then click the bar to display a menu (Figure 17). Click **Change back to** to revert to the former spelling. The AutoCorrect action can also be reversed immediately by pressing **Ctrl+Z**.

**FIGURE 17—The Undo AutoCorrect Menu**



If you want to process all grammar errors at once, click the **Proofing Errors** icon in the lower left of the Status bar (Figure 18). To check for spelling and grammar together, on the **Review** tab, click **Spelling & Grammar**. Both methods open task panes where clicking **Ignore** or selecting a replacement and clicking **Change** resolves that error and shows the next one in the document.

**FIGURE 18—The Proofing Errors icon**



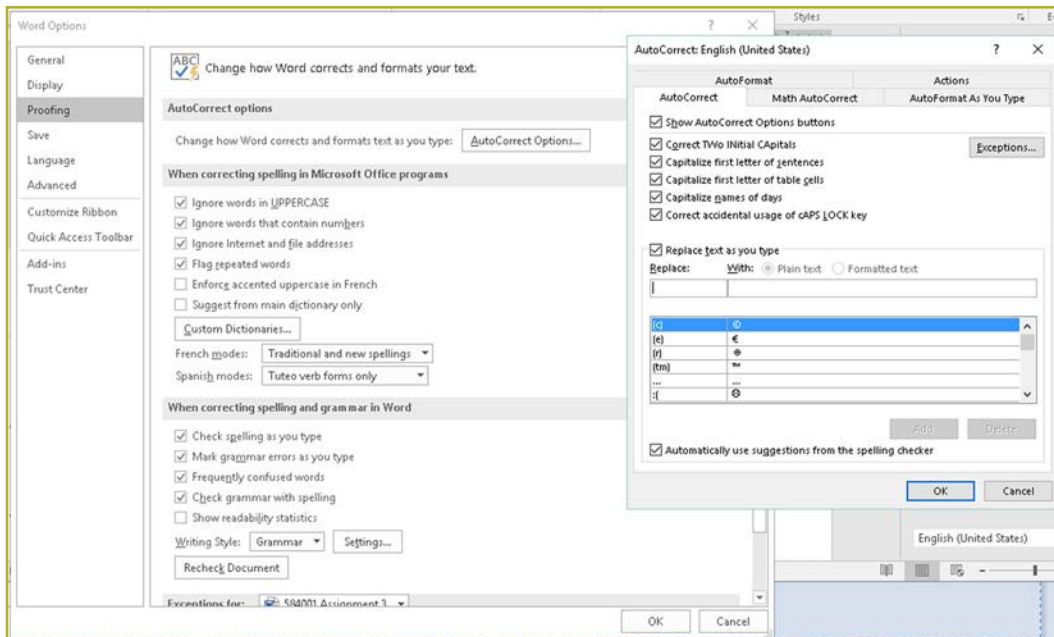


## ASSIGNMENT 2

# DISCOVER MORE

### LEARN MORE ABOUT SPELLING AND GRAMMAR CHECKING

If you want to better understand and control the way Word decides on spelling and grammar checking, on the **File** tab, click **Options**. In the Word Options dialog box, click **Proofing**. Click **AutoCorrect Options** to customize that feature (Figure 19). Click **Settings** next to **Writing Style** to see grammar options. Many of the options in this dialog box are set with checkboxes. Click a checkbox to either select or clear the option.



**FIGURE 19—Proofing and AutoCorrect Options**

## EDITING TEXT

The process of changing the contents of a document is called *editing* and almost always involves adding and removing text. When you edit, you must first place the insertion point where the edit is to occur. Both the arrow keys and the mouse can be used to position the insertion point. Next, you can type to insert new text or press the **Backspace** or **Delete** keys to remove unwanted text.



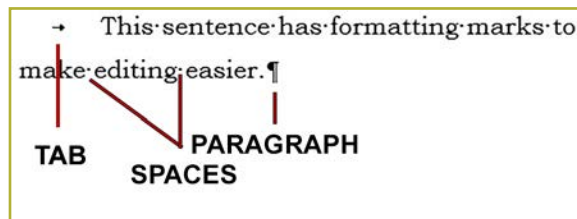
You'll probably find yourself in the editing process while you're still typing the original document. For example, you may decide that the sentence you just typed doesn't work well in the paragraph. In this case, rather than repeatedly pressing the **Backspace** key to remove the text, you can click **Undo** on the Quick Access Toolbar to remove the most recently typed text. To redo the last action, click **Repeat Typing** on the Quick Access Toolbar.

## DISPLAYING FORMATTING MARKS

Editing a document is often easier when formatting marks are displayed. *Formatting marks* are symbols used to represent characters not normally displayed as text, such as paragraph marks, spaces, and tabs (Figure 20). These are sometimes called "invisibles."

If you don't see formatting marks, on the **Home** tab, click ¶ (**Show/Hide ¶**) in the Paragraph group. Click ¶ again if you want to hide formatting marks.

**FIGURE 20**—*Formatting marks are helpful when writing.*



## SELECTING TEXT

You can edit faster by first selecting the text to be removed or changed. *Selected text* is highlighted (Figure 21).

To make a selection, drag your mouse pointer over the characters to be selected. When you've selected text, anything you type replaces the entire selection with new text. You may also press the **Backspace** or **Delete** keys once to remove all the selected text. If you've made a selection by mistake, simply click the mouse anywhere or press an arrow key to remove the highlight and leave the text unchanged.

The editing process can be more efficient when text to be deleted or changed is first selected. A selected sentence is highlighted. Selected text is highlighted. ¶

**FIGURE 21**—*Selected text is highlighted.*

Besides dragging, there are many other ways to select text:

- **Double-click** a word to select the word and the space after.
- **Triple-click** to select an entire paragraph.
- Press and hold the **Shift** key while pressing an arrow key to select one character at a time. Press and hold the **Shift** and **Ctrl** keys while pressing an arrow key to select one word at a time.

- Press and hold the **Shift** key and then click a character to select from the insertion point to the point clicked.
- Press and hold the **Ctrl** key and then click anywhere in a sentence to select the entire sentence.
- Move the pointer to the left of text until it changes to an **arrow** shape and then click to select that line of text. **Double-click** to select the entire paragraph. **Triple-click** to select the entire document.
- On the **Home** tab, click **Select > Select All** to select the entire document.

## CUT, COPY, AND PASTE

An important part of editing is refining what you've written. When you proofread your document, you may find that a sentence would be more effective at the end of a paragraph rather than in the middle, or you may see an important detail that should be repeated in closing. For edits like these you'll want to move and duplicate information. The **Cut**, **Copy**, and **Paste** commands on the **Home** tab make it easy.

To move or duplicate text:

1. Select the text to be moved or duplicated.
2. On the **Home** tab, click **Cut** to remove the text from the document or click **Copy** to leave the text and create a copy.
3. Move the insertion point to the position where the cut or copied text is to appear.
4. On the **Home** tab, click **Paste**. The text appears at the position.



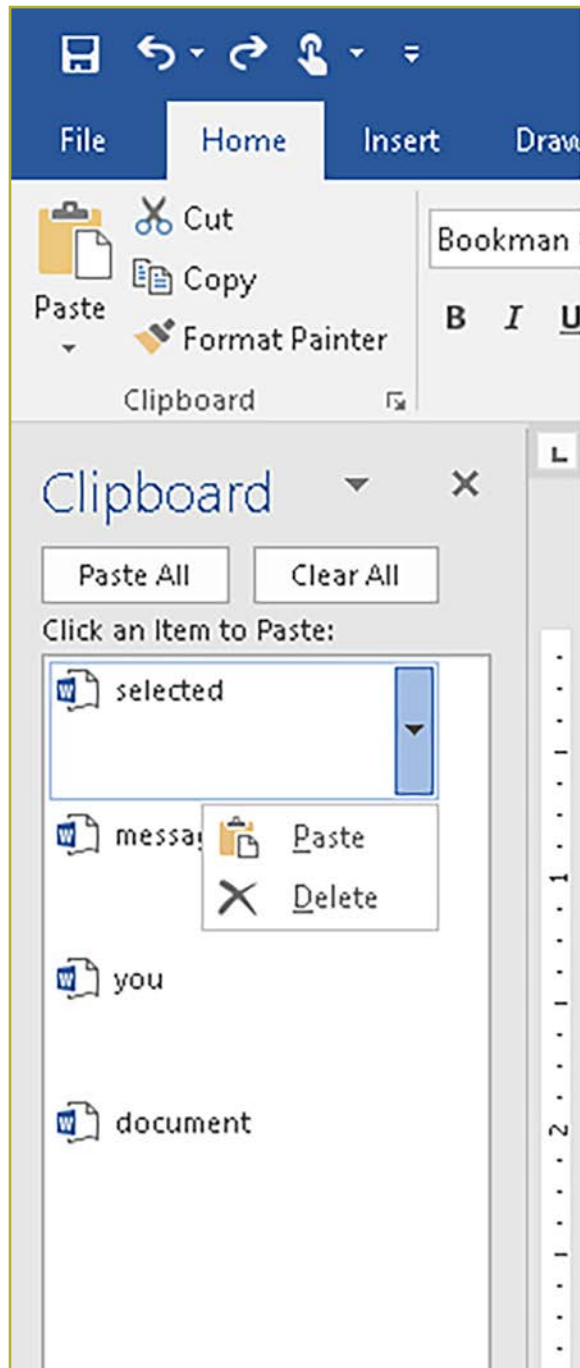
The keyboard shortcuts for Cut, Copy, and Paste are

- Cut: **Ctrl+X**
- Copy: **Ctrl+C**
- Paste: **Ctrl+V**

Note that Paste is *not* **Ctrl+P**. That's the shortcut for Print.

When you cut or copy text, it's placed in an area of memory called the *Clipboard*. By default, copying and pasting only works for one copied item or section at a time. To see more Clipboard items, click the dialog box launcher in the Clipboard group on the **Home** tab to display the Clipboard task pane. When you copy additional items with the Clipboard pane open, the additional copied items will appear. You can place any of the Clipboard items at the insertion point by simply clicking the item in the task pane. Or, if you no longer want an item to be on the Clipboard, point to the item, click the arrow, and then click **Delete** (Figure 22).

**FIGURE 22—The Clipboard Task Pane**

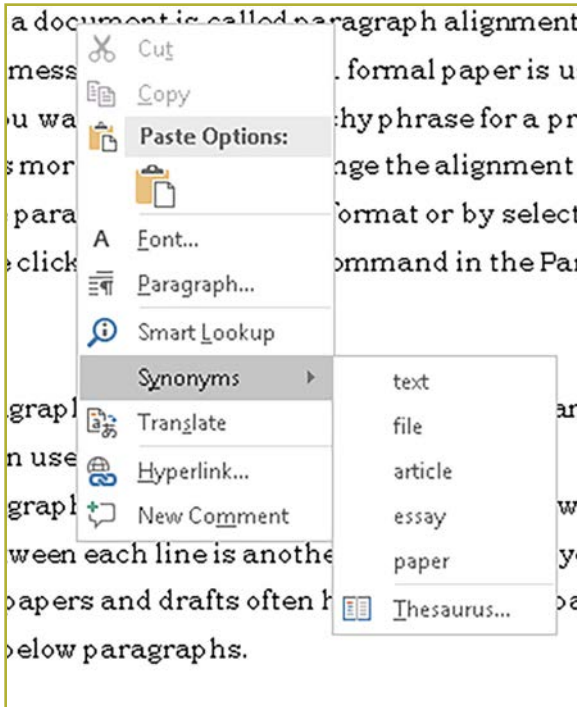


## IMPROVING YOUR MESSAGE

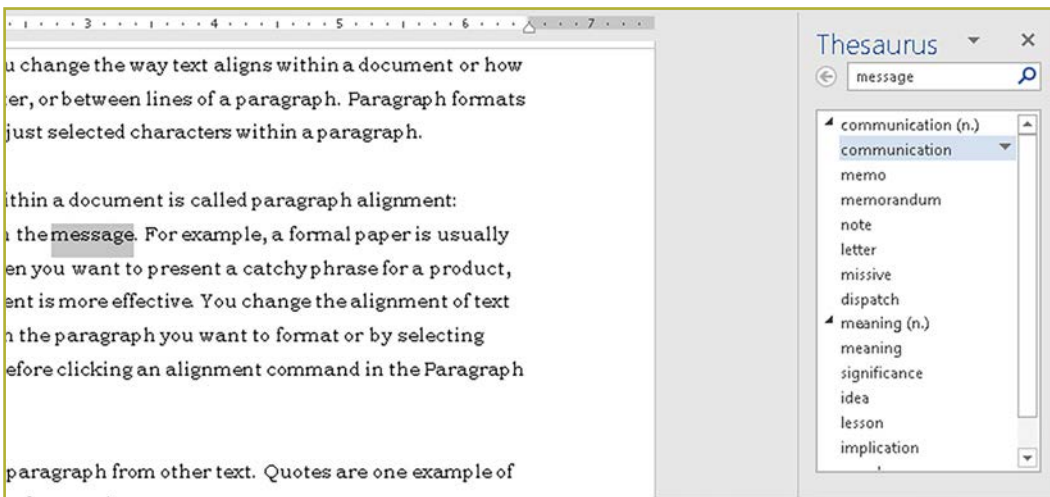
Word has several features for improving your message whether it be through replacing a word with a more effective one, finding occurrences of text, or adding relevant information to your document.

## THE THESAURUS

The *thesaurus* is a tool for finding words that are close in meaning. To use the thesaurus, right-click a word in the document and then click **Synonyms** to display a menu of related words (Figure 23). If you see a word that you like better than the current one, click it to replace the current word. If the menu is displaying words with a meaning different from the current word, then click **Thesaurus** at the bottom of the menu to open a task pane. From here, you can click a word in the search results to display synonyms related to that word. When you find a replacement, point to the word, click the arrow, and then click **Insert** (Figure 24).



**FIGURE 23—The Synonyms Right-Click Menu**

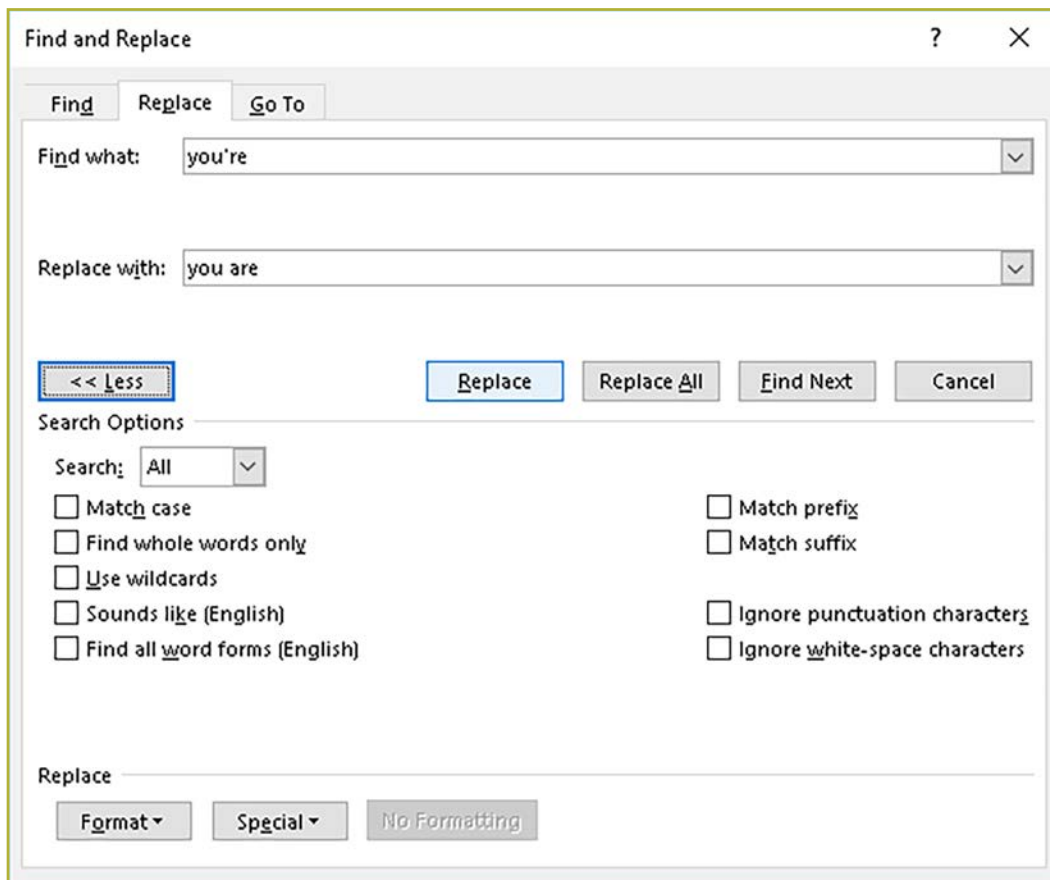


**FIGURE 24—The Thesaurus Task Pane**

## FIND AND REPLACE

The thesaurus replaces a single word. If you want to replace all instances of a word in a document, use the **Replace** command on the **Home** tab, which displays the Find and Replace dialog box (Figure 25).

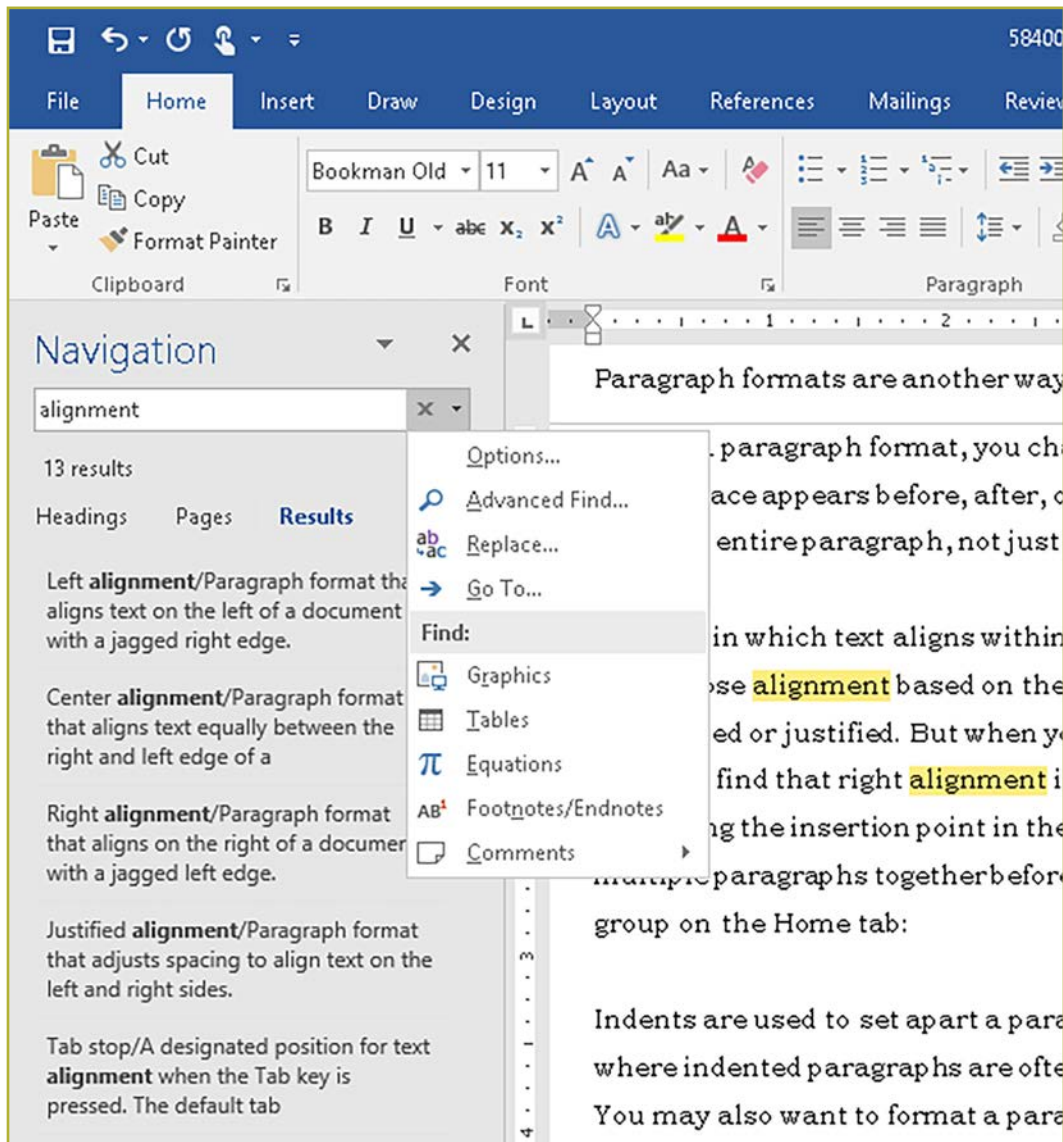
Type the word or text to look for in the **Find what** box and type the replacement text in the **Replace with** box. Click **More** for additional options. Click one or more of the checkboxes under **Search Options** to make a search more specific. You can also use the **Special** list to add codes for formatting marks and other special search items to the **Find what** and **Replace with** boxes. For example, you could search for line breaks, paragraph breaks, and so on. To display fewer options, click **Less**. Even after all options are set, you'll want to perform a search and replace thoughtfully to avoid changing the wrong text. The safest approach is to click **Find Next** to locate an occurrence of the text before clicking **Replace**. When you click **Replace All**, every occurrence of the Find text is automatically changed without showing it to you.



**FIGURE 25**—The Find and Replace Dialog Box

There are many reasons to search a document for text. For example, you may want to refine your writing by checking for overused words. You can do this by clicking the **Find** command on the **Home** tab, which displays the Navigation task pane with a search box.

When you type search text here, Word highlights every occurrence and displays the results. You can then click the arrow buttons in the task pane to move from one occurrence to the next. If you want to search for special characters, then click the arrow on the **Find** command and click **Advanced Find** (Figure 26). Another option is to select a word and then click **Find**—word will search for the highlighted word.



**FIGURE 26—The Navigation Pane**



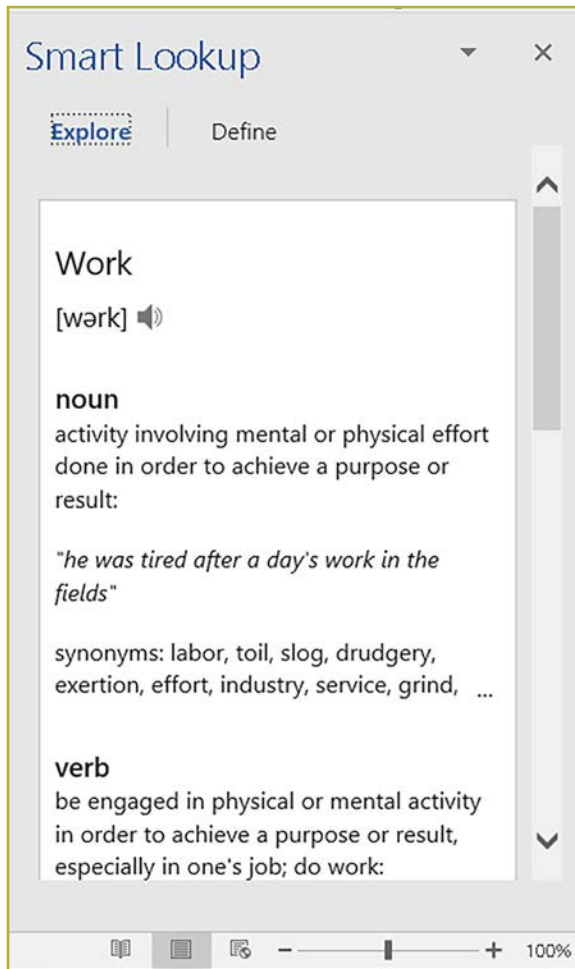
## Using Find and Replace

The Find and Replace tool may seem very specialized, but it actually can be very useful in a number of careers:

- A company decides to change a new product's name just weeks before launch. As a marketing agent for the company, you can use Find and Replace to quickly locate and change every instance of the old name in your document, saving your time and the company's money.
- As a wedding planner, your clients decide they want to change the ceremony venue from the local country club to a nearby barn venue. Using Find and Replace, you can quickly locate and update mentions of the venue name and address on invitations, directions for caterers and other servicers, and contracts.
- A company you serve as part of your public relations firm sends a list of details so you can create a public statement. After writing the statement, you realize that the company made a typo in their representative's name—they listed the name as Marcy Johnson, when the representative's real name is Marcy Johnston. You can perform a Find and Replace for the name Johnson to easily make the adjustment.

## SMART LOOKUP

Another way to improve your writing is to strengthen your content. The Smart Lookup tool allows you to do research from within your document. Simply right-click a word or selected phrase and then click **Smart Lookup** (Figure 27). Smart Lookup uses the context of your document to determine which results to display in a task pane. For example, a Smart Lookup on the word *work* brings up definitions and links to articles related to human labor and physics. From the brief summaries, click the link to display the full article in a browser window.



**FIGURE 27—Smart Lookup provides word definitions and other resources.**



## ASSIGNMENT 2

# DISCOVER MORE

### APPLY YOUR KNOWLEDGE

As the office manager for a home care service, you're responsible for helping the owner communicate with current and prospective patients. Follow the steps below to create a letter to patients telling them about the new staff nutritionist.

1. Start Word and click **Blank Document**. A new document is displayed.
2. If the ¶ marker isn't displayed, on the **Home** tab, in the **Paragraph** group, click ¶.
3. Start typing today's date. Before you finish, Word displays the full date. This is the *AutoComplete* feature. Press **Enter** to accept the full date.

(Continued)

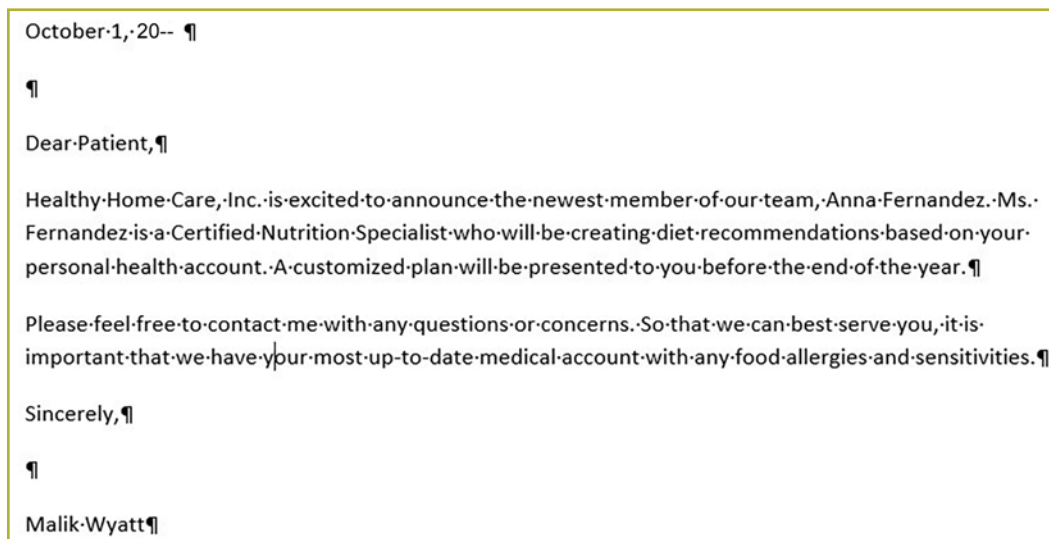




## ASSIGNMENT 2

# DISCOVER MORE

4. Press **Enter** again. Note how there's extra space between the paragraphs. For this letter you'll keep the spacing.
5. Continue typing the letter as shown in Figure 28, pressing **Enter** at the end of a paragraph only.



**FIGURE 28—Nutritionist Letter**

6. Delete the *a* in Fernandez.
7. On the **Insert** tab, click **Symbol** to insert á in Ms. Fernández's name. (You may have to click **More Symbols** to insert the character.)
8. Change *Fernandez* to *Fernández* in the second sentence.
9. Right-click **Fernández** and then click **Add to Dictionary** so the name is no longer considered misspelled.
10. On the **Quick Access Toolbar**, click **Save**.
11. Click **Browse** and then navigate to the appropriate location for the file.
12. In the **File name** box, type "Nutritionist Letter."

(Continued)



## ASSIGNMENT 2

# DISCOVER MORE

13. In the **Save as type** box, select **Word Document (\*.docx)** if it isn't already selected.
14. Click **Save**. The document is saved in the selected location with the name Nutritionist Letter.

The owner reviews the letter and wants some edits.

15. Right-click **personal** and change it to an appropriate synonym.
16. Use any of the methods you read about in this assignment to select "before the end of the year."
17. Type "in November" to replace the selected text.
18. Select the sentence "Please feel free to contact me with any questions or concerns."
19. On the **Home** tab, click **Cut**. The sentence is removed from the text.
20. Place the insertion point after the last period of the second paragraph.
21. On the **Home** tab, click **Paste**. The cut sentence is added to the end of the paragraph.
22. On the **Home** tab, click **Replace**. A dialog box is displayed.
23. In the **Find what** box, type "account."
24. In the **Replace with** box, type "record."
25. Click **Find Next**. An occurrence of *account* is selected.
26. Click **Replace** to change the occurrence to *record* and move to the next occurrence of the **Find what** text.
27. Click **Replace**. The last occurrence is replaced and a dialog box is displayed.
28. Click **OK** and then close the Replace dialog box.

(Continued)



## ASSIGNMENT 2

# DISCOVER MORE

29. Save the modified document. Your letter should look similar to Figure 29.



**FIGURE 29—Nutritionist Letter Edited**

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## ASSIGNMENT 2

# REFLECT AND RESPOND

### TYPING AND EDITING TEXT

How do you think your ability to work might be affected if you don't magnify a document so that text is at a size for you to read easily?

Click [here](#) to check your answer.

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## ASSIGNMENT 2

# SELF-CHECK

1. The \_\_\_\_\_ command on the \_\_\_\_\_ tab is used to add an ã character at the insertion point.

2. Pay attention to \_\_\_\_\_ to prevent strain and fatigue.

3. How might Word display the name Rufaro when typed?

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4. You type the word “Macy” but Word changes it to “Mary.” What steps would you take to change the word back to “Macy”?

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5. The \_\_\_\_\_ and \_\_\_\_\_ commands are used to duplicate text in a document.

Click [here](#) to check your answers.