Copy, cut and paste

Copying a document or a portion of a document means duplicating the document. The original content will still remain while the duplicate (paste) of it will be found in a new location.

The cut and paste operation, the original content is disappear and it will be pasted in a new location. There are five (5) methods to carry out the operation

- Shortcut method
- Keyboard method
- Drag and drop method
- Ribbon bar method
- Right mouse method

Shortcut method:
- highlight the portion of a document to be copied
- right click on the highlighted text
- select copy
- position the insertion point in a new location
- right click in an empty space
- Select paste.

Keyboard method
- highlight the text to be copied in the document
- press the keys ctrl + C to copy
- position the cursor on the insertion point
- press the keys ctrl + V to paste

Drag and drop method
- highlight the text to be copied
- hold down the ctrl key as you drag the highlights to a new location
- release the mouse button

Ribbon bar method
- highlight the portion of the document to be copied
- click copy on the home button
- position the insertion point in a new location
- click on paste from the home ribbon

Format painter we use the format painter to apply text formatting and some basic graphics formatting such as borders and fills.
- Select the text or graphic that has the formatting that you want to copy
- On the home tab, in the clipboard group, click format painter. The pointer changes to a paintbrush icon.
- Select the text or graphic that you format
- To stop formatting, press ESC on your keyboard.

Find and replace when a mistake is made all over a document. For example you mistakenly typed Monday instead of Tuesday, and Monday appeared in almost all the paragraphs of a 40 page document. The find and replace feature can be used to locate the error and quickly fix then one after the other or all at once.

To apply the find and replace feature do the following

- Click on the home ribbon
- Click on the find icon drop down arrow and select find
- Click on the replace tab
- Type the error text in the find what text box and the corrected text in the replace with text box.
- Click on replace all if you want to do an entire document correction or replace if you want it done one after the other.
- Click cancel to abort the operation.

<u>Go to</u> this is a quick navigation command. It is used to move to a specified location within a document without having to scroll through almost the entire page.

- Click on the home button
- Click on the find icon drop down arrow and click find
- Click on the go to tab.
- Select what you are trying to locate in the go to what text box.
- In the enter page number portion as shown, what you select in the go to what text box determines the portion will display: specify the location.
- Click the next command to quickly navigate and click close when you are on the desired location.

Spelling and grammar they check whether a document is error free both in spelling and grammar. To confirm if a document is error free, we use the spelling and grammar tool

- Click on the review ribbon
- Click on the spelling and grammar icon.
- It selects a sentence and asks you to ignore or click on the suggestion and click change.
- Click on the next sentence to move to the next error and repeat the above step.
- Click close if you don't want to continue.

Thesaurus: thesaurus is a research feature that looks up synonyms (different words with the same meaning) and antonyms (words with the opposite meaning) of words. To use this tool

- Click on the review button
- Highlight the text you want to view its meaning in the thesaurus tool
- Click on the thesaurus icon
- It displays the synonyms and antonyms as shown.
- Click on the close icon on the research dialog box.

Word count when you type a document, office word 2007 for example will automatically count the number of pages and words in your document and display them on the status bar at the bottom of your workplace.