

# Outline

Text Navigation

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# Text Navigation

Text navigation consists of positioning and moving the mouse cursor (referred to as the caret [blinking pipe character] within text) among the various characters within a block of text.

**Mouse:** Position the mouse and click in any desired point in the block of text (positions the caret at the nearest edge of character (ahead or behind) on which you click).

**Keyboard:** The keyboard can be optionally used to move the cursor as indicated in the following table:

Key(s)	Function
Right/Left Arrow	moves the caret one character right/left respectively
Up/Down Arrow	moves the caret one line up/down respectively
Home	moves the caret to the beginning of the text line
End	moves the caret to the end of the text line
Ctrl+Home	moves the caret to the beginning of the text body
Ctrl+End	moves the caret to the end of the text body

# Repositioning Video Display View

Depending on the amount of text in a document, the font size, and the Windows scaling setting, the entire body of text may not be viewable on the video display

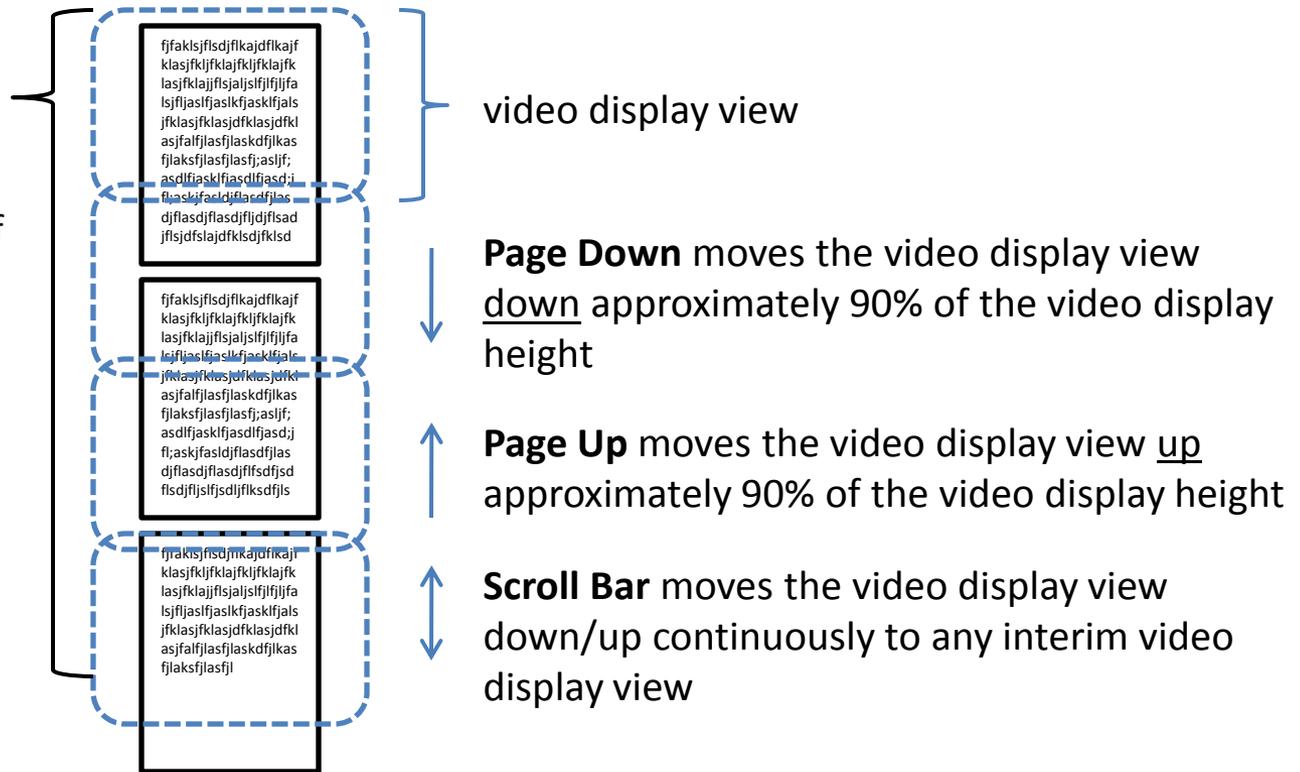
- **Page Up/Down** moves the portion of the document view up/down respectively
- The **Scroll Bar** can also be used to scroll the document view up or down.

Example:

Assume a document spans 4 printed pages, which exceeds the viewable area of the video display.

## Notes:

- The size of the video display view and a page size are different.
- Changing the video display view does not move the caret.



# Text Selection

Text selection isolates a portion of text for editing and formatting. The amount of text selected can range from a single character to the entire body of text.

- Typically, only one contiguous portion of text is selected at a time.
- Selected text becomes highlighted with a different color background.

## Text selection using the mouse:

- Position the caret, then click and hold the mouse button while dragging the mouse to the right or left as many characters, words, lines, paragraphs as desired. The selected characters become highlighted as you drag the mouse.
- Release the mouse button once all the desired text is highlighted.
- To select a single word, double click on the word.
- To select an entire paragraph, triple click on the paragraph.

## Text selection using the keyboard (after positioning the caret):

Key(s)	Function
<b>Shift+Right Arrow</b>	Selects one character to the right (repeat as necessary for multiple characters)
<b>Shift+Left Arrow</b>	Selects one character to the left (repeat as necessary for multiple characters)
<b>Ctrl+Shift+ Right Arrow</b>	Selects one word to the right (repeat as necessary for multiple words)
<b>Ctrl+Shift+Left Arrow</b>	Selects one word to the left (repeat as necessary for multiple words)
<b>Ctrl+a (select all)</b>	Selects the entire body of text (document)

# Text Editing

Text editing includes inserting, deleting, modifying, moving, copying, aligning, or formatting selected text.

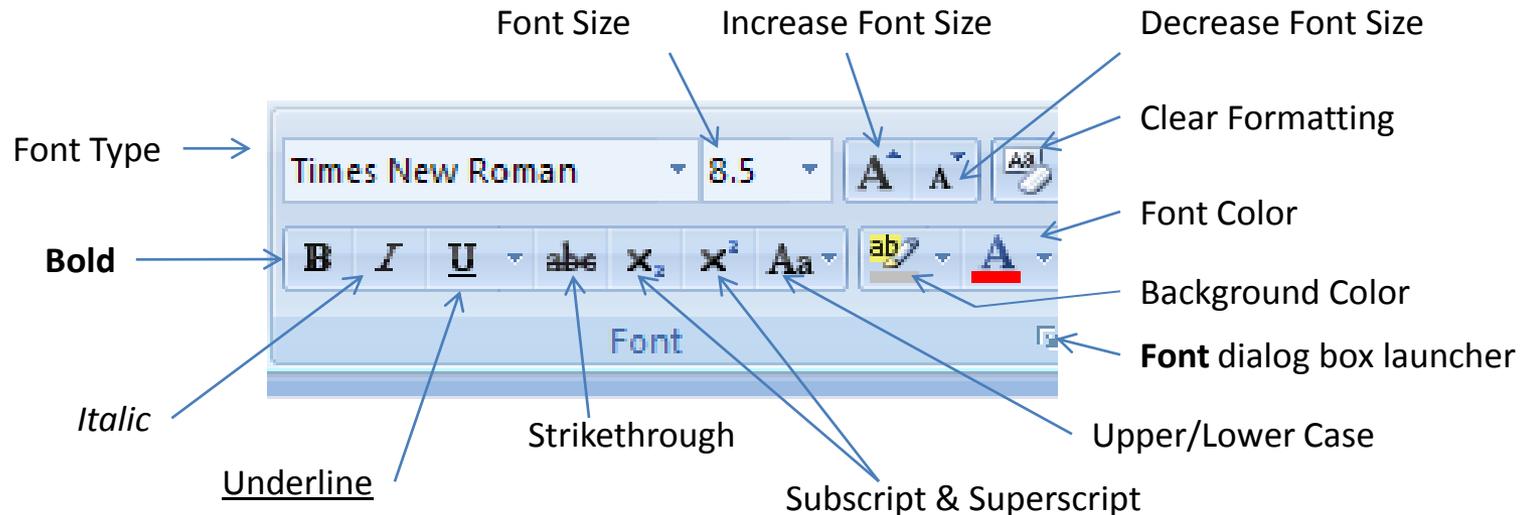
- Inserting Text: Position the caret and type or Paste (**Ctrl+v**) from the clipboard.
- Deleting Text: Select text and press the **Delete** key.
- Modifying Text: Select text and type or Paste (**Ctrl+v**) from the clipboard.
- Moving Text: Select text, Cut (**Ctrl+x**) text to the clipboard, position the caret to the location where text is to be relocated, Paste (**Ctrl+v**) from the clipboard.
  - While pressing and holding the **Shift** key, selected text can also be moved by dragging and dropping
- Copying Text: Select text, Copy (**Ctrl+c**) text to the clipboard, position the caret to the location where text is to be copied, Paste (**Ctrl+v**) from the clipboard.
  - While pressing and holding the **Ctrl** key, selected text can also be copied by dragging and dropping

# Text Formatting

Text formatting consists of changing font type, font size, font color, text background color, text bolding, text italicizing, text underlining, etc. of selected text.

Text formatting is application dependent, but most use similar Graphical User Interface (GUI) formatting controls.

Microsoft Office Word 2007 provides the Font Group under the Home tab of the Ribbon for text formatting as follows:



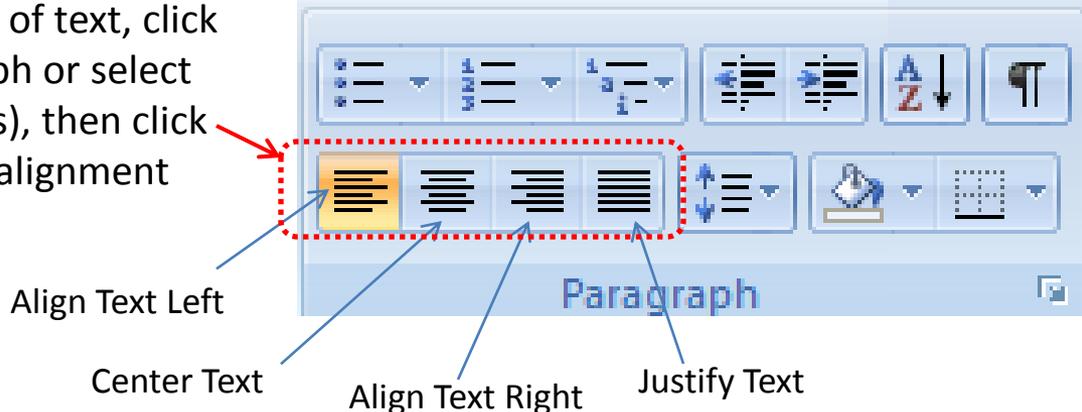
# Paragraph Alignment

Paragraph Alignment allows paragraphs to be aligned to the left margin, right margin, to be center aligned, or justified (aligns text to both the left and right margins with additional spaces added between words as necessary).

Paragraph Alignment is application dependent, but most use similar Graphical User Interface (GUI) formatting controls.

Microsoft Office Word 2007 provides the Paragraph Group under the Home tab of the Ribbon for paragraph alignment as follows:

In the body of text, click on paragraph or select paragraph(s), then click on desired alignment button.



Note:  
Most of the remaining controls shown here are specific to Microsoft Office Word 2007 and beyond the scope of this lesson.