

Section 2

Opening and Editing Documents

Topics contained within this section:

Opening Documents

Using Scroll Bars

Selecting Text

Inserting and Deleting Text

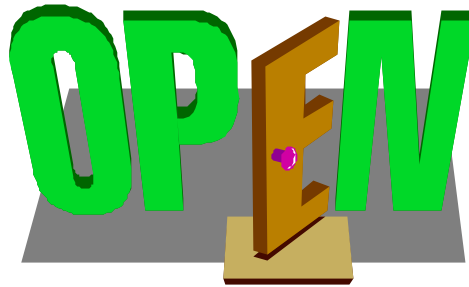
Copying and Moving Text

Understanding and Using Templates


Exercise 10 - Opening a Document

Documents that have been saved are only useful if they can be opened to use again.


You must know where the saved documents are on your computer in order to open them.



Activity

1. Start *Word* if it is not open.
2. Click the **Office Button** and then click the **Open** option,  to display the **Open** dialog box.

Tip

Alternatively, you can click the **Open** button, , if it's been added to the **Quick Access Toolbar** to display the **Open** dialog box.

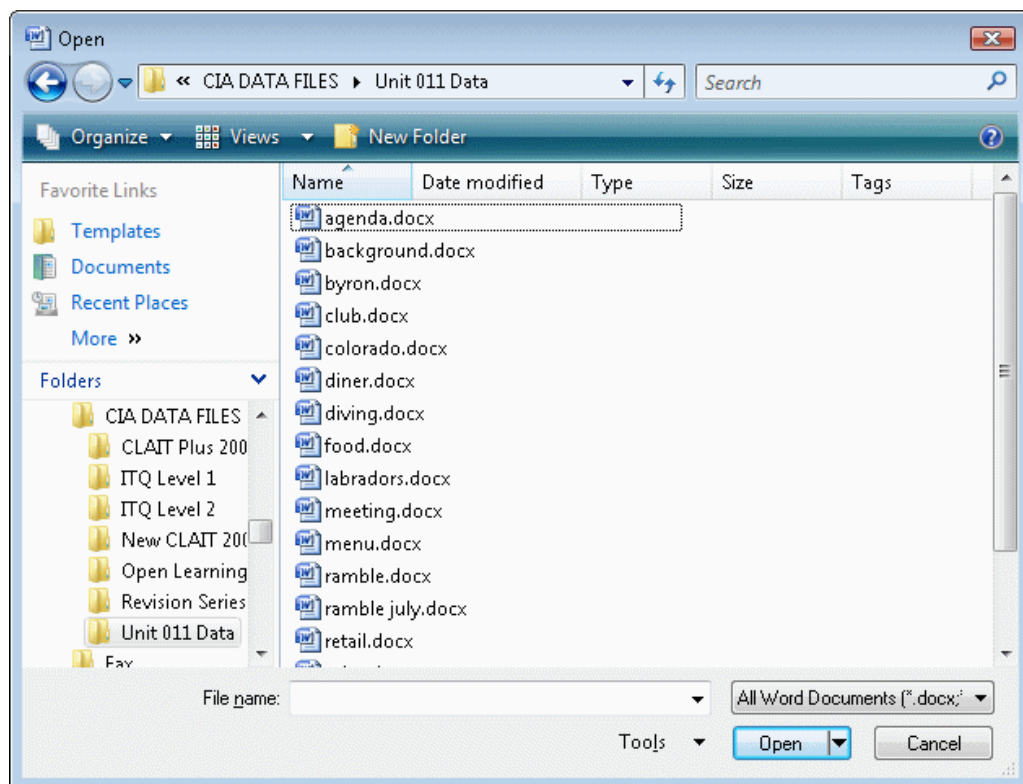
3. The **Open** dialog box should display the contents of the **Documents** folder. Double click on the **Unit 011 Data** folder. This is where you saved the **ramble** and **ramble july** documents.
4. The data files supplied with this book should be shown in the list of files on the screen.


Tip

If you need to search for your document in different places, click in the box at the top of the dialog box and find the correct place.

continued over

Exercise 10 - Continued



5. You must select the file you want to open from the list of files. To open the file **background**, click on **background** to select it.
6. Click the **Open** button, .
7. The document **background** is opened.
8. Close the document. It should close without a prompt to save, if a message appears about saving, click **No**.

Tip

Double clicking on a file name in the list of the **Open** dialog box will also open the document. This could result in you opening a different document, if the mouse is not pointing at the correct file or not being held steady.

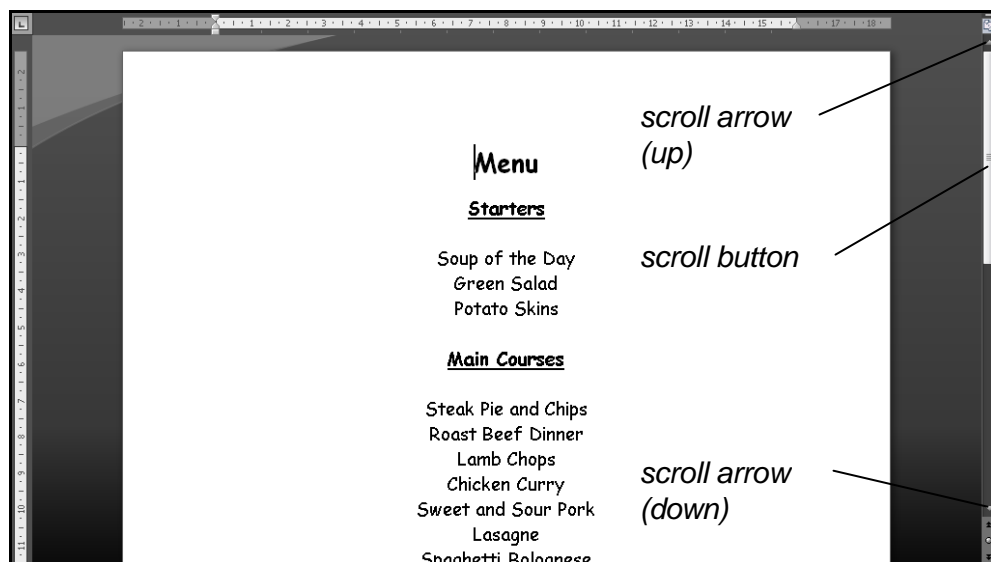
9. Click the **Office Button** and then **Open** to show the list of files.
10. Double click on **diner** to open the **diner** document.
11. Leave it open for the next exercise.

Exercise 11 - Using Scroll Bars

Quite often, you won't be able to see all of a document on the page. If this happens, you can use **scroll bars** to see other parts of the document.

Activity

1. The document **diner** is open - notice how you can only see about half of the information.
2. Look at the right edge of the screen. There's a narrow bar with an upward pointing arrow at the top and a downward pointing arrow at the bottom. This is the vertical **scroll bar**. Part of the screen is shown below.



3. The **Desserts** section is not shown on the screen as it is further down the document. To see the **Desserts**, click on the down scroll arrow until the bottom of the page is reached.
4. Now click on the up scroll arrow and hold down the mouse button to scroll back up to the top of the page.
5. Click on the scroll button and drag it to the bottom of the bar to scroll down, the bottom part of the document is shown.
6. Click in the area on the bar above the scroll button to move back up.

Tip


If a document is wider than shown on screen, use the horizontal scroll bar at the bottom of the screen to move from left to right on the page.

7. Close the document without saving.


Exercise 12 - Selecting Text

Selecting text means picking part of a document to work on. Text needs to be selected first before it is deleted, (removed), edited (changed) or formatted (the way it looks), and there are various ways of doing this, depending on the amount of text required.

Activity

1. Use the **Open** button, , from the **Office Button** options to display the **Open** dialog box.

Tip


Remember, the **Open** button, , may be available on the **Quick Access Toolbar**. Just click to display the **Open** dialog box.

2. Select **walks** and then click the **Open** button in the dialog box.
3. There is a simple way of selecting a whole word in a document. Position the mouse cursor in the word **welcome** in the first line and double click. The whole word will be highlighted with a blue background, meaning that the word is selected.

A warm **welcome** to all new members

Tip

If you have not managed to select the word, click once away from **welcome**, then try again.

4. Move the mouse pointer (cursor) away from the highlighted word, it is shown as  and click the mouse button. The cursor is moved to the new position and the selection is removed.
5. Another way to select text, from single characters to whole pages, is to use **click and drag**. Position the cursor just in front of the word **new** in the first line.
6. Press the mouse button and hold it down.

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Exercise 12 - Continued

- Without releasing the button, move the cursor along to the end of the word **members**.
- Take care to ensure that only the two words are highlighted then release the mouse button. The words **new members** are selected.

A warm welcome to all **new members** of the



This can be difficult to do at first. If the wrong amount of text is highlighted, click in a blank area to remove the selection and try again.

- Another method useful for selecting blocks of text is to use the selection arrow. Move the cursor into the left margin to the left of the line starting **May 1**, until it looks like an arrow.



May 1 Riverside Walk

- Click the left mouse button and the whole line is selected.

Info

You may have noticed a small selection of buttons appearing as you select text. This is just a feature to speed text formatting up. Do not worry, all these buttons are available on the **Ribbon** and you will be using them from there.

- More text can be selected with this method along with click and drag. To select the whole of the first paragraph, use the selection arrow and drag down the left margin until all the paragraph is selected.
- To select the whole document, hold down the **Ctrl** key on the keyboard then press the **A** key at the same time. All text is selected.
- Click anywhere on the page to remove the selection.
- Close the **walks** document without saving it.

Talking Point



How would you select different amounts of text: a single character, word, a few words, a line, a sentence, a paragraph, several paragraphs, a page, a whole document?

Exercise 13 - Inserting and Changing Text

Very often after text has been added to a document it needs to be changed, this is called **editing**. This can be to:

- correct mistakes
- improve the meaning
- add new information.



Word processors make it very easy to change text. Text can be:

- added to the end of a document
- inserted anywhere in the document
- removed from anywhere in the document.

The document adjusts to take account of any changes that you make.

Activity

1. Open the document **club**.
2. The place and time of the meeting has been missed out. You need to insert some text. Move the mouse pointer to the first paragraph, just before the word **All**, and click the mouse button. The insertion point is placed here.
3. Type **It will be held at the Rugby Club at 8pm**. Remember to add a full stop and two spaces after the text.
4. Notice how the existing text is moved to make way for the new text.

continued over

Exercise 13 - Continued

5. Single words can also be inserted. Position the insertion point before the word **committee** and type the word **new** followed by a space.
6. Words can easily be replaced. Position the mouse cursor anywhere over the word **Running** and double click with the mouse button. The whole word is selected.

The Centipede **Running** club is having

7. Type the word **Athletics**. This will replace the word **Running**. Any difference in word length will be dealt with automatically.



8. Click the **Office Button** and then the **Save As** option, and save the document in the **Unit 011 Data** folder with a name of **club meeting**.
9. Leave the document open for the next exercise.

Exercise 14 - Deleting Text

As well as adding and changing words in a document, they can also be deleted. You can delete any text, from a single character up to a whole document.

Activity

1. With the **club meeting** document open, position the insertion point just after **current**.
2. Type a space followed by **and new**.
3. This is not correct as new members are not allowed at this closed meeting. In this case the easiest and quickest way to remove the text that you have just typed is to use the **Backspace** key, **?** . The **Backspace** is above the **Enter** key. Use the **Backspace** key to delete the characters **and new** and one space.
4. Position the insertion point just before the word **main** in the second paragraph. The **Delete** key on your keyboard deletes characters to the right (forwards). Press **Delete**, the letter **m** should be removed from the page. Press the **Delete** key four more times to delete all the letters of the word and the space after it.
5. Whole words can be deleted at once. Position the mouse cursor anywhere in the word **current** in the first paragraph.
6. Double click with the mouse button. The whole word will be highlighted (with a blue background) which means it is selected.



All **current** members are


7. Press the **Delete** key on your keyboard. The whole word will be removed.

continued over

Exercise 14 - Continued

Important

Be careful, when deleting as both the **Backspace** and **Delete** keys will remove all selected text. If the entire document is selected, then the entire document will be deleted.

8. Click the **Save** button, , on the **Quick Access Toolbar** to save the **club meeting** document again, with the same name.

Info

The changes you have just made are saved and the document is changed permanently.

9. Close the document.


Exercise 15 - Copying and Moving Text

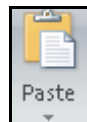
It is often useful to be able to move sections of text and position them in a different place within the document. The **Cut and Paste** process is used to do this.

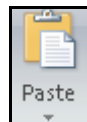
Text can also be copied using **Copy and Paste**, if a section of text is required somewhere else in the document. This is more widely used when copying text between documents. Text is copied from one document and pasted into a different document.

Text must first be selected, before being copied or moved.

Activity


1. Open the document **meeting**. The order of items on the list can be changed using **Cut and Paste**.
2. Select the whole line **Welcome new members**. This is to become the first item on the agenda.
3. Click the **Cut** button,  on the **Clipboard** group on the **Ribbon**. The line is removed (cut) from the page, and stored in a temporary area called the **Clipboard**.
4. Position the insertion point at the start of the first agenda line, just before the word **Elect**.



5. Click the **Paste** button, . The line is pasted into its new position. It has been moved from third in the list to first in the list.

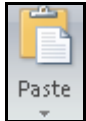

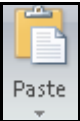

Info

Text can be cut from one document and pasted to a different document, although this process is not covered in this guide.


6. Electing the committee can take forever and so it should be moved to last item on the agenda. Select the whole line **Elect new committee**.
7. Click the **Cut** button,  on the **Ribbon**.
8. Add a new blank line to the end of the document and position the insertion point at the start of it.

continued over

Exercise 15 - Continued

9. Click **Paste**, . The line is pasted in as the last line of the agenda. It no longer appears in its original position.
10. Text can also be copied. Select the two lines **Collect fees** and **Discuss coming events**.
11. Click the **Copy** button, , on the **Ribbon**. The text is copied.
12. Place the insertion point at the end of the text, press the **Enter** key and then click the **Paste** button, . The lines are pasted into the new position. The two lines are copied and appear twice in the document.
13. In this case this makes no sense at all. The last action can be reversed. Click the **Undo** button, , on the **Quick Access Toolbar**. The copied lines are removed.

Tip

The **Undo** button, , can be used to correct most of the actions (mistakes) that you perform, as it reverses what you have done.

14. Save the document as, **meeting2** to the same folder.
15. Close the document.

Tip

Cut, Copy and Paste can also be used on other objects in a document, such as pictures.



Exercise 16 - Using Templates

A **template** is a specially prepared document that has blank areas that can be completed by the user.

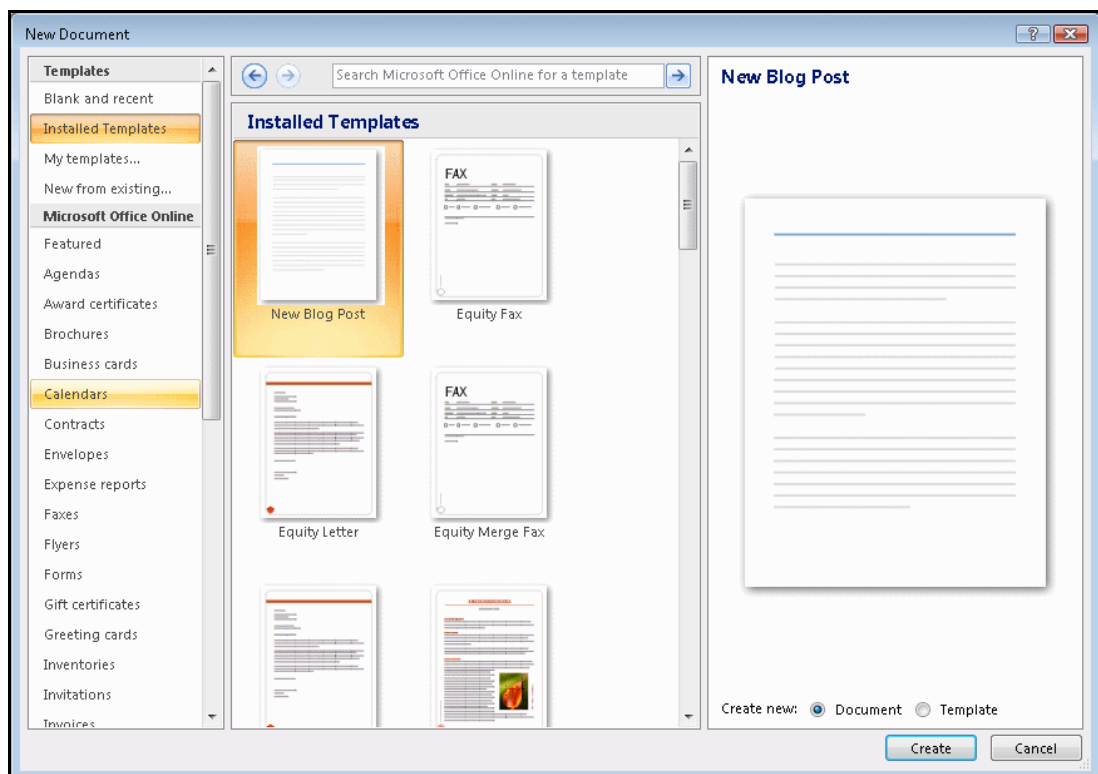
The template may already contain text or images that will always appear on the finished document, so saving the user time by not having to repeat tasks.

The text may already be formatted with the font and font size, etc. decided.

Templates are available in *Word* to create, faxes, memos and letters among other things.

Activity

1. To see the available templates and wizards, click the **Office Button** and select **New** to display the **New Document** window.
2. Click Installed Templates under **Templates** at the left of the window.




continued over

Exercise 16 - Continued

- The area in the middle of the window contains a variety of templates. Scroll down using the window's central scroll bar to see what kinds of documents are available.

Talking Point



What kind of documents can be created using a template?
Any ideas for other documents not shown within the window that could be created and therefore save lots of time?

- There are templates for different types of documents in different styles. Click on the **Equity Fax** icon. Notice how a **Preview** appears at the right of the dialog box.
- Click **Create**.

FAX

To: [Type the recipient name] **From:** CIA Training Ltd

Fax: [Type the recipient fax number] **Pages:** [Type number of pages]

Phone: [Type the recipient phone number] **Date:** [Pick the date]

Re: [Type text] **CC:** [Type text]

Urgent For Review Please Comment Please Reply Please Recycle

Comments:
[Type comments]

- This template is a design for a **Fax** cover sheet. Click in the area starting **[Type...** after the text **To:** and type **Fred**. Type your name in the **From** area if it is not already there. Type **Start IT Meeting** in the **Re:** area, replacing any existing text.
- Under **Comments**, where it says **Type comments**, enter **Can you arrange a meeting to discuss my Start IT assessments, please?**
- Press **Enter** and then type your first name.
- Save the document as **Start IT fax**.
- Close the document.

Exercise 17 - Revision

1. Click the **Office Button** and select **New** to display the **New Document** window. Click **Create** to create a new blank document.

2. Enter the following text:

Business Trip

Monday. Arrive in Madrid. Free time to look around.

Tuesday. Visit to main factory and the various departments.

Wednesday. Meeting with Dr Krankwurst and the board of directors.

Thursday. Tour of the company shops.

Friday. Return home.

3. The shops tour has been cancelled. Delete the text **Tour of the company shops**.
4. Copy the text **Free time to look around** from Monday's events and paste it as the event for Thursday.
5. It is decided to come home a day early. Delete the whole line for Thursday.
6. Change **Friday** to **Thursday** on the last line.
7. Close the document without saving.
8. Find an appropriate **template** to use for a **letter**.
9. Fill in your address and name.
10. Save the document as **my letter** to be completed later.
11. Close the document.