

Moving Text

It is important to be able to move text efficiently within a page, between pages and between documents. In this chapter you will learn how to scroll through a document, insert page breaks, copy, cut and paste text both within and between documents, and use drag and drop.

Cursor Movements

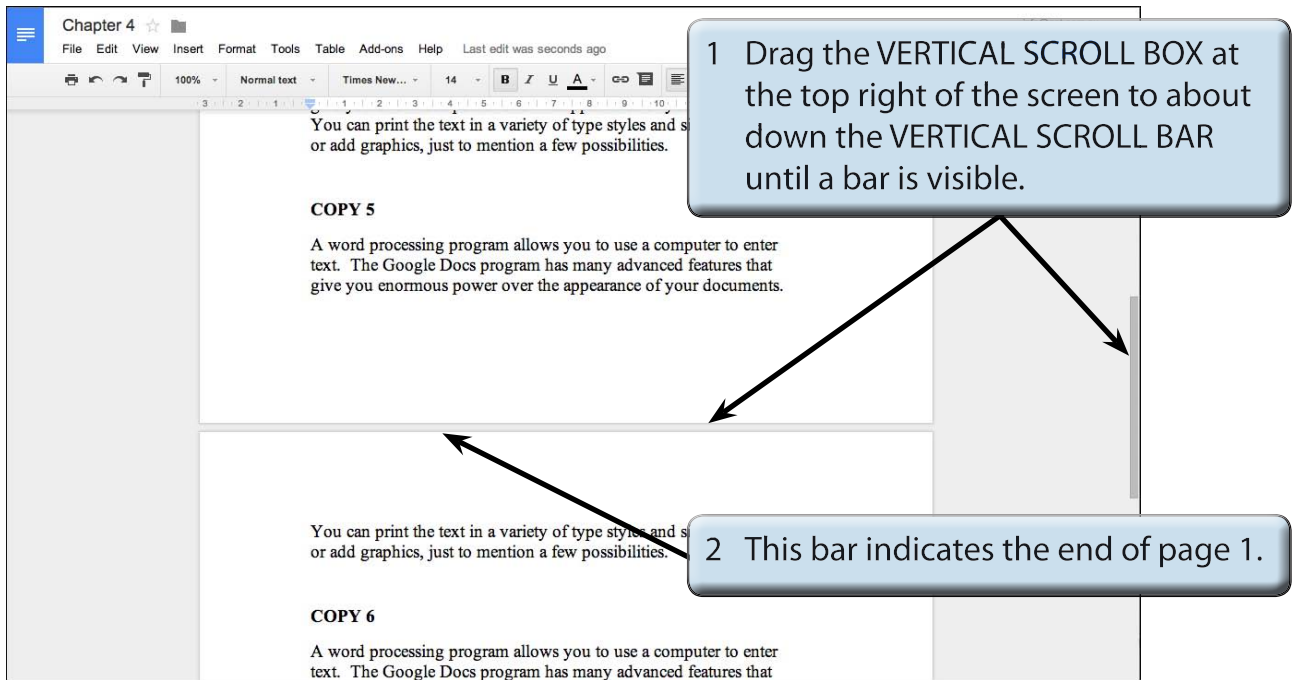
When you are using large documents (2 pages or more), it is very important to be able to move through the file very quickly.

A Loading a Sample Document

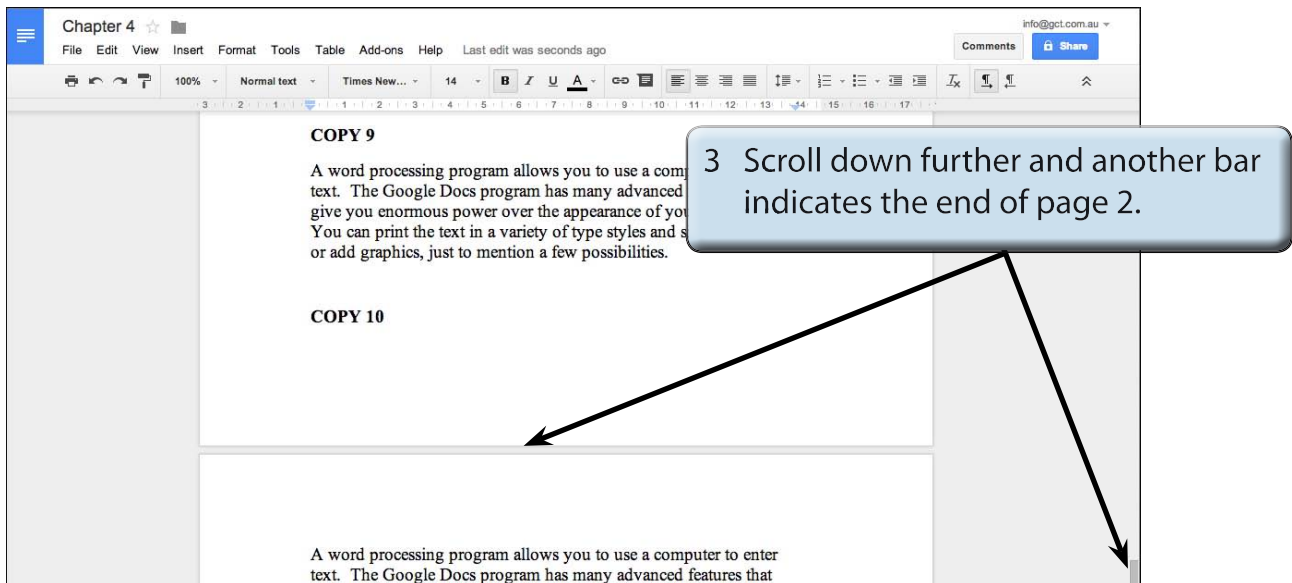
A sample document has been prepared for you which needs to be loaded from the DOCS SUPPORT FILES.

- 1 If you are starting a new session, load Google Docs.
- 2 Display the FILE menu and select OPEN.
- 3 Click on UPLOAD followed by SELECT A FILE FROM YOUR COMPUTER.
- 4 Navigate to the DOCS SUPPORT FILES, open the CHAPTER 4 folder then double click on the CHAPTER 4 file to load the file.
- 5 The document contains 10 copies of the paragraph you have used in previous chapters.

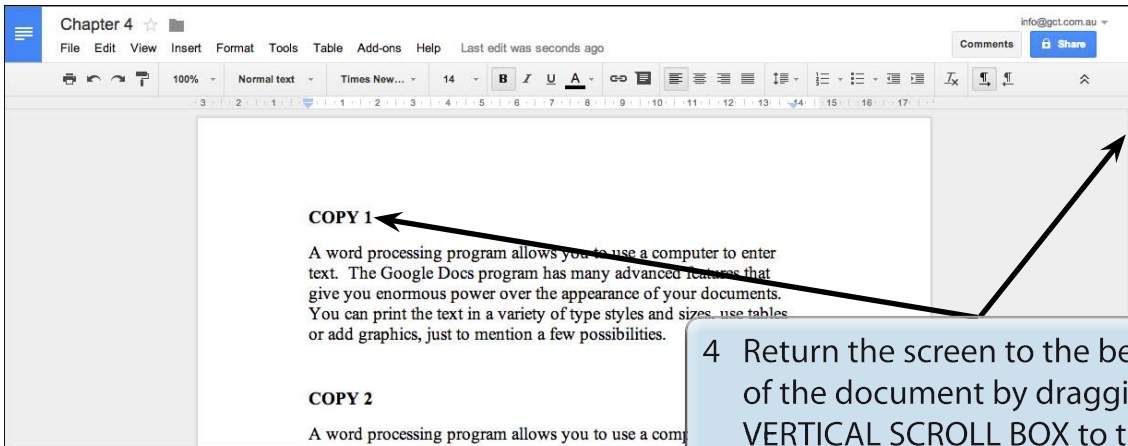
B The Scroll Bars



This screenshot shows a Google Docs document titled "Chapter 4" with a menu bar and a toolbar. The document content includes two sections labeled "COPY 5" and "COPY 6", each containing a paragraph of text. A vertical scroll bar is visible on the right side of the document. A blue callout box with the number "1" contains the text: "1 Drag the VERTICAL SCROLL BOX at the top right of the screen to about down the VERTICAL SCROLL BAR until a bar is visible." An arrow points from this box to the top of the scroll bar. Another blue callout box with the number "2" contains the text: "2 This bar indicates the end of page 1." An arrow points from this box to a horizontal line that separates the two text sections.



This screenshot shows the same Google Docs document, but scrolled down further. The content now includes sections labeled "COPY 9" and "COPY 10". A second horizontal line is visible, separating the two sections. A blue callout box with the number "3" contains the text: "3 Scroll down further and another bar indicates the end of page 2." An arrow points from this box to the second horizontal line. Another arrow points from the top of the callout box to the scroll bar.



4 Return the screen to the beginning of the document by dragging the VERTICAL SCROLL BOX to the top of the VERTICAL SCROLL BAR.

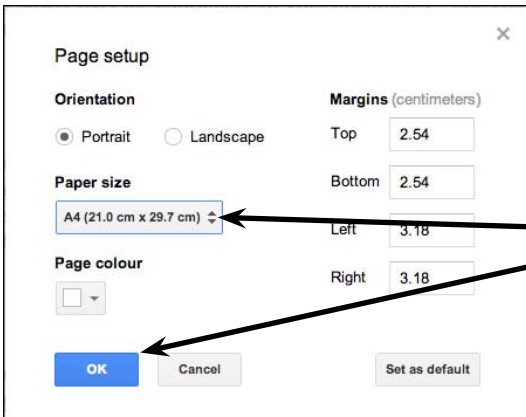
NOTE:

- i The PAGE DOWN key on the keyboard can be used to scroll a page down at a time.
- ii The PAGE UP key on the keyboard can be used to scroll a page up at a time.

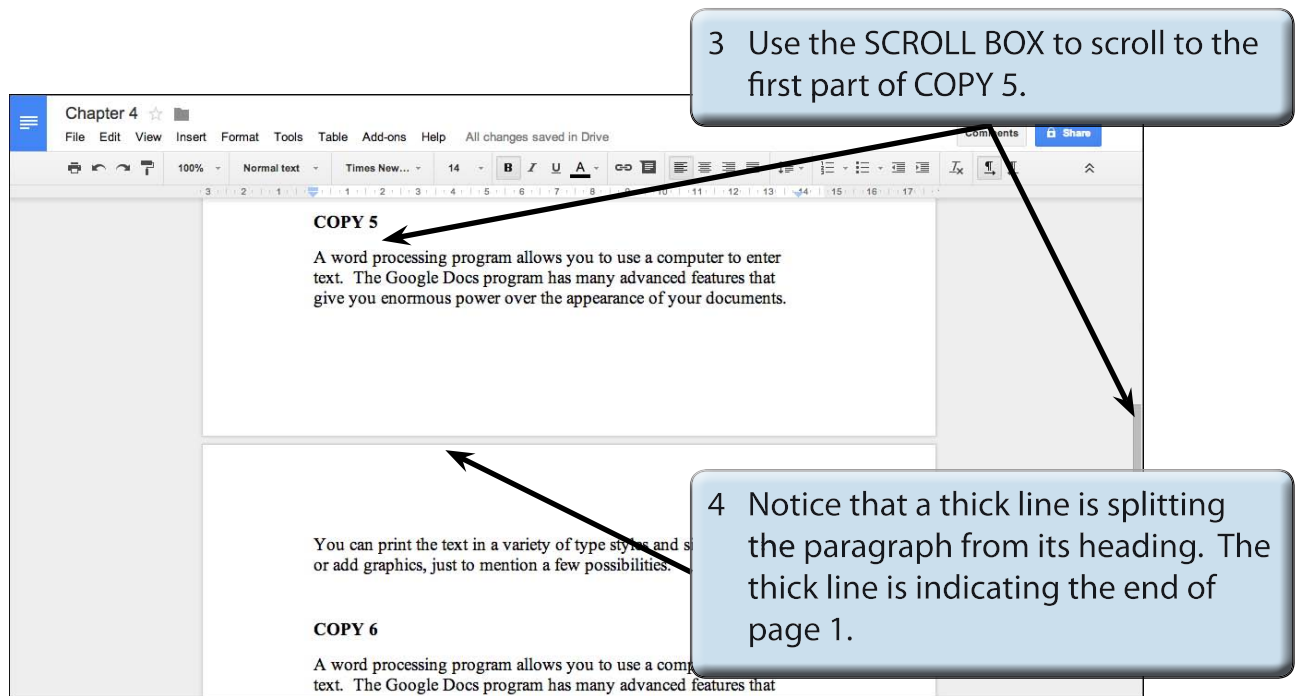
Inserting Page Breaks

PAGE BREAKS can be used to move text to the top of the next page. They are used to ensure that paragraphs or headings start at the top of a fresh page. It is good practice to check your page setup before inserting page breaks.

- 1 Display the FILE menu and select PAGE SETUP.



2 In the PAGE SETUP dialogue box check that the PAPER SIZE is set to the size that your printer uses (it is probably A4) and click on OK.



NOTE:

- i If you were to print with the present setup, part of COPY 5 would be on page 1 and the remainder on page 2.
- ii The page break may be in a slightly different position depending on the page setup you are using.

5 It would look far better to have the page break at the beginning of COPY 5.

