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

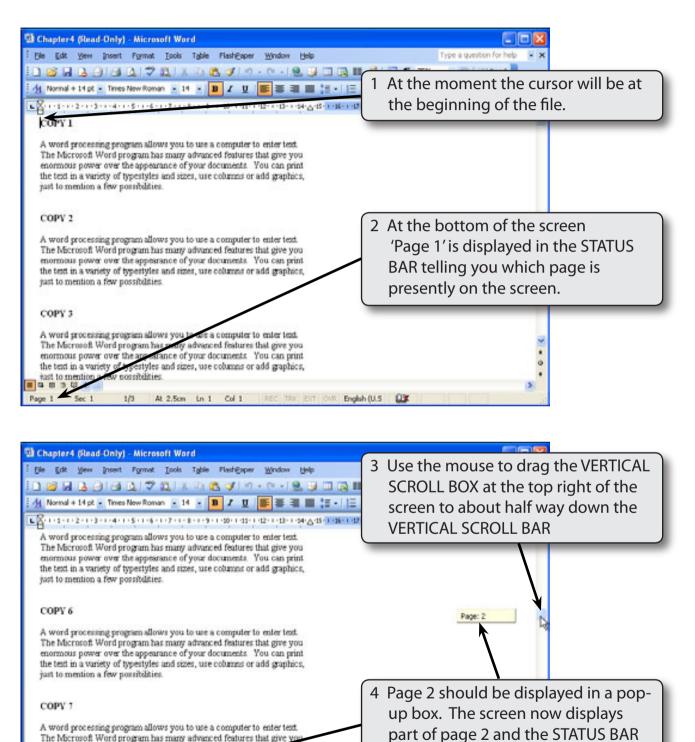
When you are using large documents (2 pages or more), it is very important to be able to move through the file very quickly.

A Loading a Sample Document

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

- 1 Load Microsoft Word or close the current file (selecting CLOSE from the FILE menu will achieve this).
- 2 Select OPEN from the FILE menu.
- 3 Access the WORD SUPPORT FILES folder. Refer to page 2-1 if you have forgotten how to do this.
- 4 Double click on the CHAPTER 4 folder to open it then double click on the CHAPTER 4 file to load that file.
- 5 Click on YES to open the file as a READ ONLY file. It contains 10 copies of the paragraph you have used in previous chapters.

B The Scroll Bars



At 11.0cm Ln 17 Col 7 REC TRK EXT OVR English (U.S

displays PAGE 2.

3

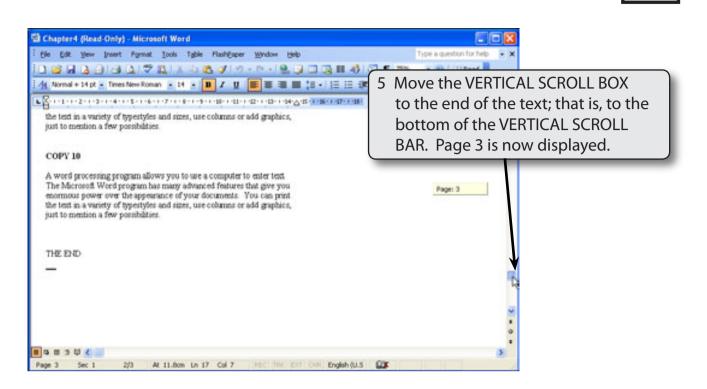
9 0 3

The Microsoft Word program has many advanced features that give you enormous power over the appearance of your documents. You can print the text in a variety of typestyles and sizes, use coloring or add graphics,

just to mention a few possibilities

2/3

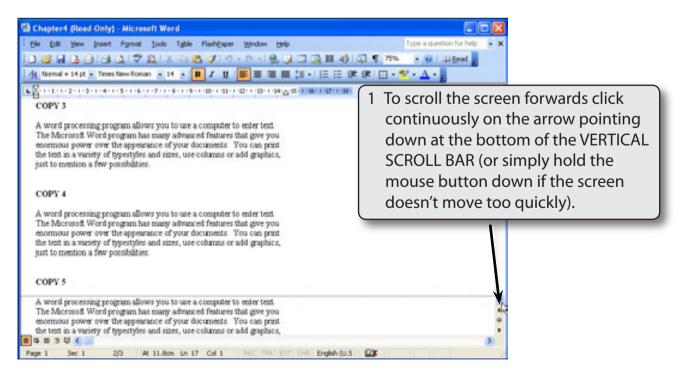
Sec 1

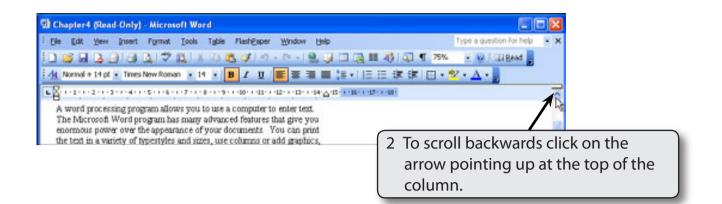


6 Return the screen to the beginning of the document by dragging the VERTICAL SCROLL BOX to the top of the VERTICAL SCROLL BAR.

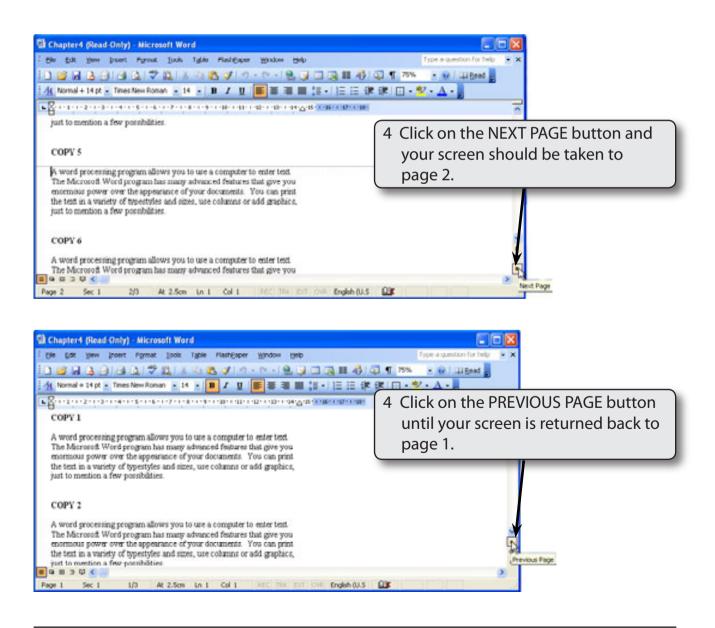
C Scrolling

Scrolling is sometimes useful when proofreading documents to check for mistakes.





3 To scroll between pages the double arrow boxes at the bottom of the VERTICAL SCROLL BAR can be used.



Inserting Page Breaks

PAGE BREAKS can be used to move text to the top of the next page. It is used to ensure that paragraphs or headings start at the top of a fresh page.

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the text in a variety of typestyles and sizes, use columns or add graphics, just to mention a few possibilities. COPY 5 A word processing program allows you to use a computer to enter text. The Microsoft Word program has many advanced features that give you enormous power over the appearance of your documents. You can print the text in a variety of typestyles and sizes, use columns or add graphics, just to mention a few possibilities.	
COPY 6 A word processing program allows you to use a computer to enter text. The Microsoft Word program has many advanced features that give you enormous power over the appearance of your documents. You can print the text in a variety of typestyles and sizes, use columns or add graphics, just to mention a few possibilities.	2 Notice that a dotted line is splitting the paragraph from its heading. The dotted line is indicating the end of page 1.

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 computer system you are using.

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

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