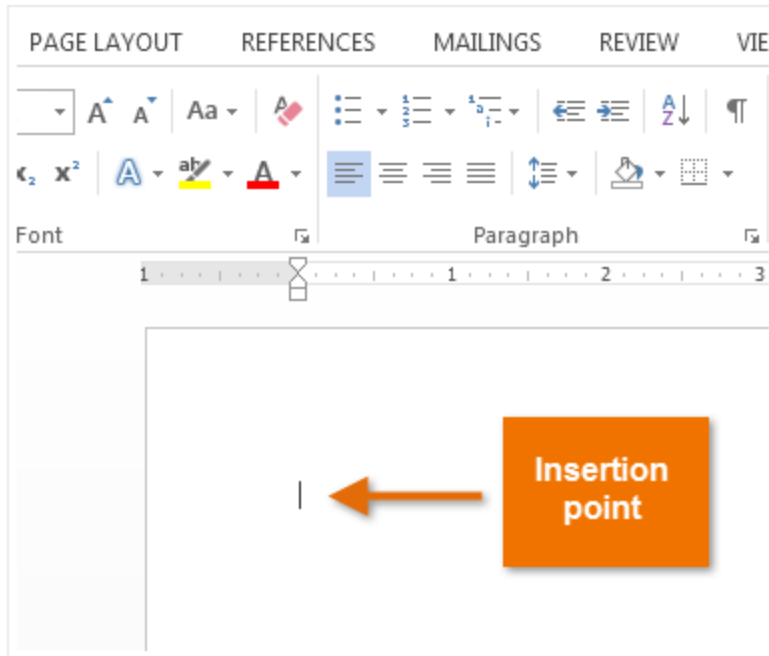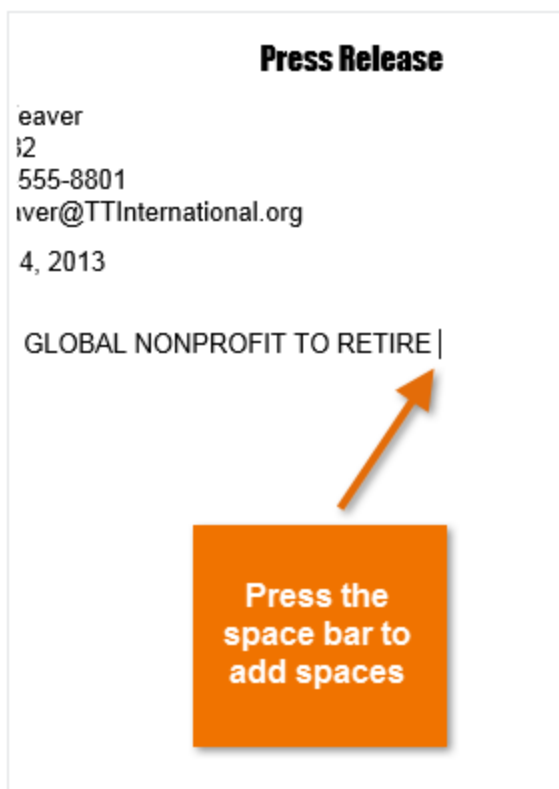# Using the insertion point to add text

The **insertion point** is the blinking vertical line in your document. It indicates where you can enter **text** on the page. You can use the insertion point in a variety of ways:
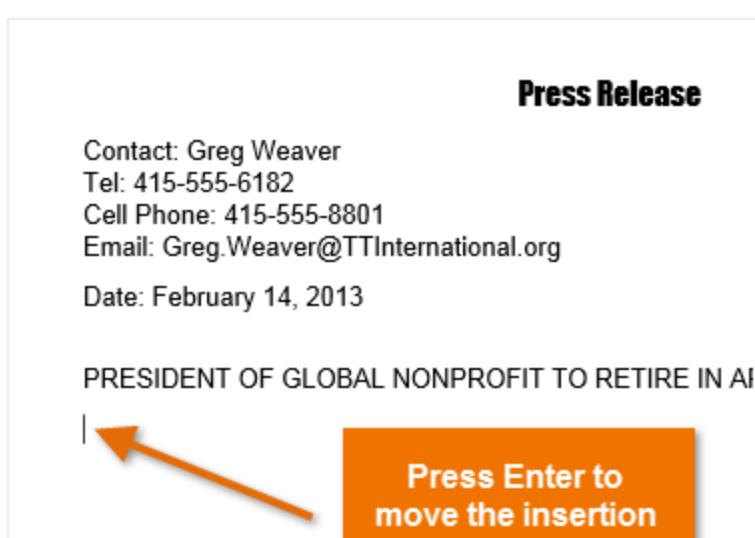
- **Blank document:** When a new blank document opens, the insertion point is located in the top-left corner of the page. If you want, you can begin typing from this location.

- **Adding spaces:** Press the **spacebar** to add **spaces** after a word or in between text.

- **New paragraph line:** Press **Enter** on your keyboard to move the insertion point to the next paragraph line.

- **Manual placement:** After you've started typing, you can use the mouse to move the insertion point to a specific place in your document. Simply click the **location** in the text where you want to place it.

The event will take place on March 2, 2013 from 6:30 – 9:00 pm. Highlights will include:

The San Francisco Quintessential Quartet

Vegan Catering by A Moss Must

A performance by the Moment of Melody Children's Choir

Click to manually place the insertion point in a specific location

✳ In a new blank document, you can double-click the mouse to move the insertion point elsewhere on the page.

To select text:

Before applying formatting to text, you'll first need to **select** it.

1. Place the **insertion point** next to the text you want to select.
2. Click the mouse, and while holding it down drag your mouse over the text to select it.
3. Release the mouse button. You have selected the text. A **highlighted box** will appear over the selected text.

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

Lenoir Wallace, the president of Tall Trees International Nonprofit (TTI), announced yesterday that she will be retiring in April. She began as a researcher and in the matter of a few years, worked her way up to serve as president. Mrs. Wallace has been with Tall Trees since its early days as a resource for local arboretums. From overseeing mulch donations, organizing local and international tree planting projects, and educating the global

✳ When you select text or images in Word, a **hover toolbar** with command shortcuts appears. If the toolbar does not appear at first, try moving the mouse over the selection.

PRESIDENT OF GLOBAL

Arial   11.5   A A   A

B I U ab A ≡ ≡ Styles

Lenoir Wallace, the president of Tall Tree

Bold (Ctrl+B)

yesterday that she will be retiring in April. S   a researcher and in the matter of a few years, worked her way up to serve as president. Mrs. Wallace has been with Tall Trees since its early days as a resource for local arboretums. From overseeing mulch donations, organizing local and international tree planting projects, and educating the global

✳ Other shortcuts include double-clicking a word to select it and triple-clicking to select a sentence or paragraph. You can also select all of the text in the document by pressing **Ctrl+A** on your keyboard.

To delete text:

There are several ways to **delete**—or remove—text:

- To delete text to the **left** of the insertion point, press the **Backspace** key on your keyboard.
- To delete text to the **right** of the insertion point, press the **Delete** key on your keyboard.
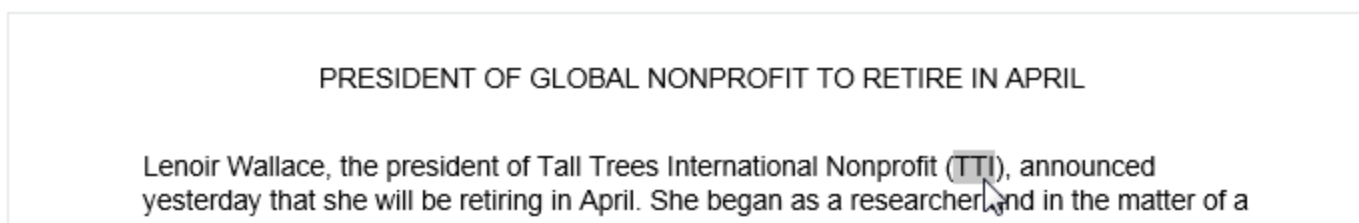- Select the **text** you want to remove, then press the **Delete** key.

Copying and moving text

Word allows you to **copy** text that is already in your document and **paste** it to other areas of the document, which can save you time. If there is text you want to move from one area of the document to another, you can **cut and paste** or **drag and drop** the text.
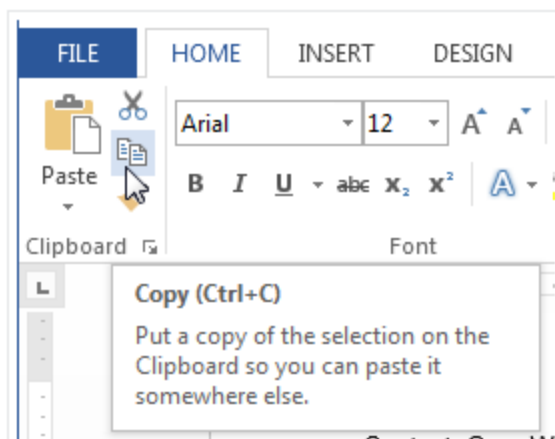
To copy and paste text:

Copying text creates a **duplicate** of the text.

1. Select the **text** you want to copy.

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

Lenoir Wallace, the president of Tall Trees International Nonprofit (TTI), announced yesterday that she will be retiring in April. She began as a researcher and in the matter of a

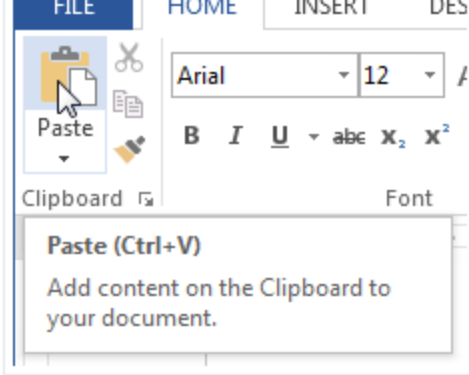2. Click the **Copy** command on the **Home** tab. You can also right-click the selected text and select **Copy**.

FILE   HOME   INSERT   DESIGN

Arial   12   A˄ A˅

Paste   B   I   U ▾ abc x₂ x²   A ▾

Clipboard   Font

Copy (Ctrl+C)
Put a copy of the selection on the Clipboard so you can paste it somewhere else.

3. Place the insertion point where you want the text to appear.

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

Copied text

Lenoir Wallace, the president of Tall Trees International Nonprofit (TTI), announced yesterday that she will be retiring in April. She began as a researcher and in the matter of a few years, worked her way up to serve as president. Mrs. Wallace has been with | since its early days as a resource for local arboretums. From overseeing mulch donations, organizing local and international tree planting projects, and educating the global community, Mrs. Wallace has been pivotal in the growth and success of TTI and the worldwide health of trees. After 19 years of service, her contributions to dendrology have been immeasurable. Her family and staff wish to recognize her many years of dedicated service by hosting a farewell dinner at the San Francisco Radix Gardens.

Paste location

4. Click the **Paste** command on the Home tab.

Paste (Ctrl+V)

Add content on the Clipboard to your document.

5. The text will appear.

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

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To cut and paste text:

1. Select the **text** you want to cut.

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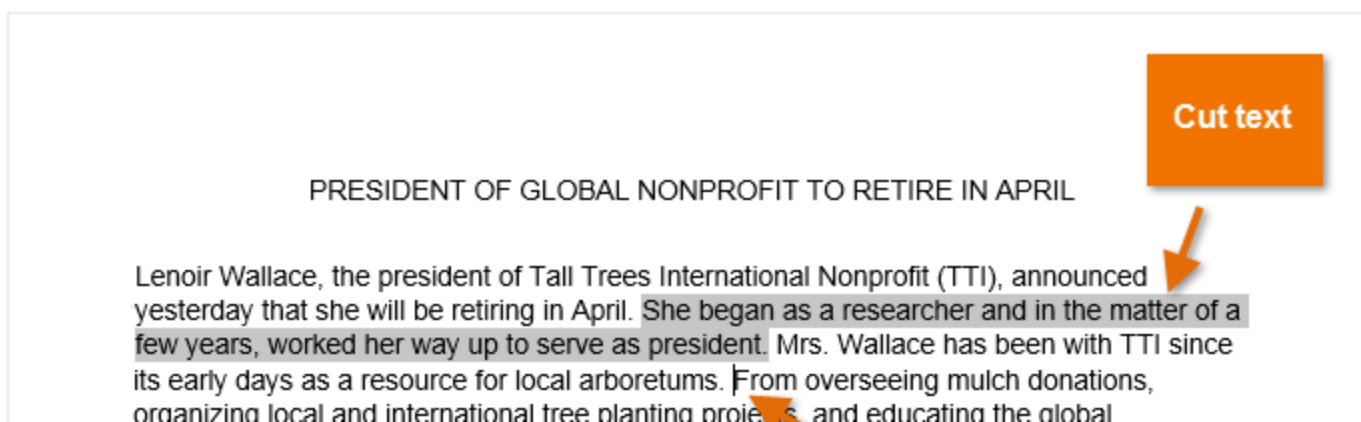
2. Click the **Cut** command on the **Home** tab. You can also right-click the selected text and select **Cut**.

Cut (Ctrl+X)

Remove the selection and put it on the Clipboard so you can paste it somewhere else.

3. Place your insertion point where you want the text to appear.

Cut text

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community, Mrs. Wallace has been pivotal in the growth and success of TTI and the worldwide health of trees. After 19 years of service, her contributions to dendrology have been immeasurable. Her family and staff wish to recognize her many years of dedicated service by hosting a farewell dinner at the San Francisco Radix Gardens.

Paste location

4. Click the **Paste** command on the **Home** tab. The text will appear.

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✳ You can access the cut, copy, and paste commands by using keyboard shortcuts. Press **Ctrl+X** to cut, **Ctrl+C** to copy, and **Ctrl+V** to paste.

✳ You can also cut, copy, and paste by right-clicking your document and choosing the desired action from the drop-down menu. When you use this method to paste, you can choose from three options that determine how the text will be formatted: **Keep Source Formatting**, **Merge Formatting**, and **Keep Text Only.** You can hover the mouse over each icon to see what it will look like before you select it.
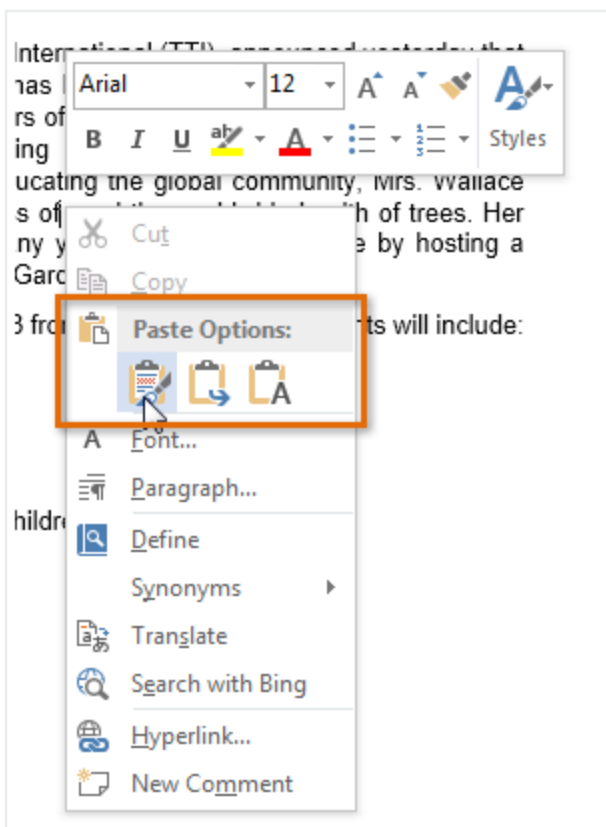
To drag and drop text:

Dragging and dropping text allows you to use the mouse to move text.

1. Select the **text** you want to move.

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

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yesterday that she will be retiring in April. Mrs. Wallace has been with TTI since its early days as a resource for local arboretums. She began as a researcher and in the matter of a few years, worked her way up to serve as president. From overseeing mulch donations, organizing local and international tree planting projects, and educating the global community, Mrs. Wallace has been pivotal in the growth and success of TTI and the worldwide health of trees. After 19 years of service, her contributions to dendrology have been immeasurable. Her family and staff wish to recognize her many years of dedicated service by hosting a farewell dinner at the San Francisco Radix Gardens.

2. Click and drag the **text** to the location where you want it to appear. The cursor will have a rectangle under it to indicate that you are moving text.

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3. Release the mouse button, and the text will appear.

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✳ If text **does not appear** in the exact location you want, you can press the **Enter** key on your keyboard to move the text to a new line.

Find and Replace

When you're working with longer documents, it can be difficult and time consuming to locate a specific word or phrase. Word can automatically search your document using the **Find** feature, and it allows you to quickly change words or phrases using **Replace**.

To find text:

In our example, we've written an academic paper and will use the Find command to locate all references to a particular author's last name.

1. From the **Home** tab, click the **Find** command.

? ⊞ — ⊟ ✕

Find (Ctrl+F)
Find text or other content in the document.
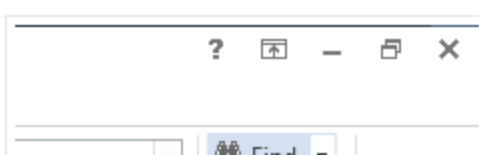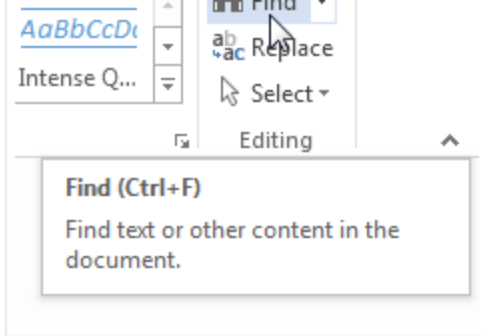
2. The **navigation pane** will appear on the left side of the screen.

3. Type the text you want to find in the field at the top of the navigation pane. In our example, we'll type the author's last name.
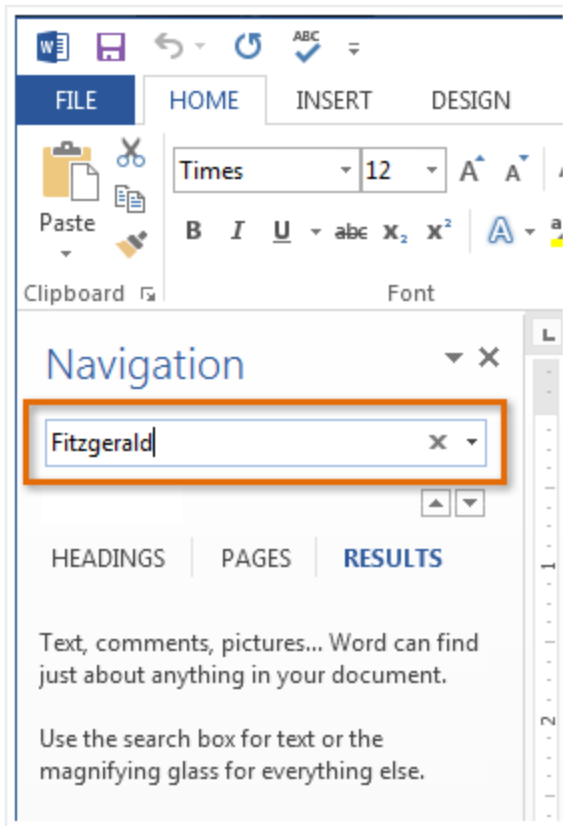

4. If the text is found in the document, it will be highlighted in yellow, and a **preview of the results** will appear in the **navigation pane**.

5. If the text appears more than once, choose a **review option** to review each instance. When an instance of the text is selected, it will highlight in gray:

   - **Arrows:** Use the arrows ▲▼ to move through the results one at a time.
   - **Results previews:** Select a result preview to jump directly to the location of a specific result in your document.
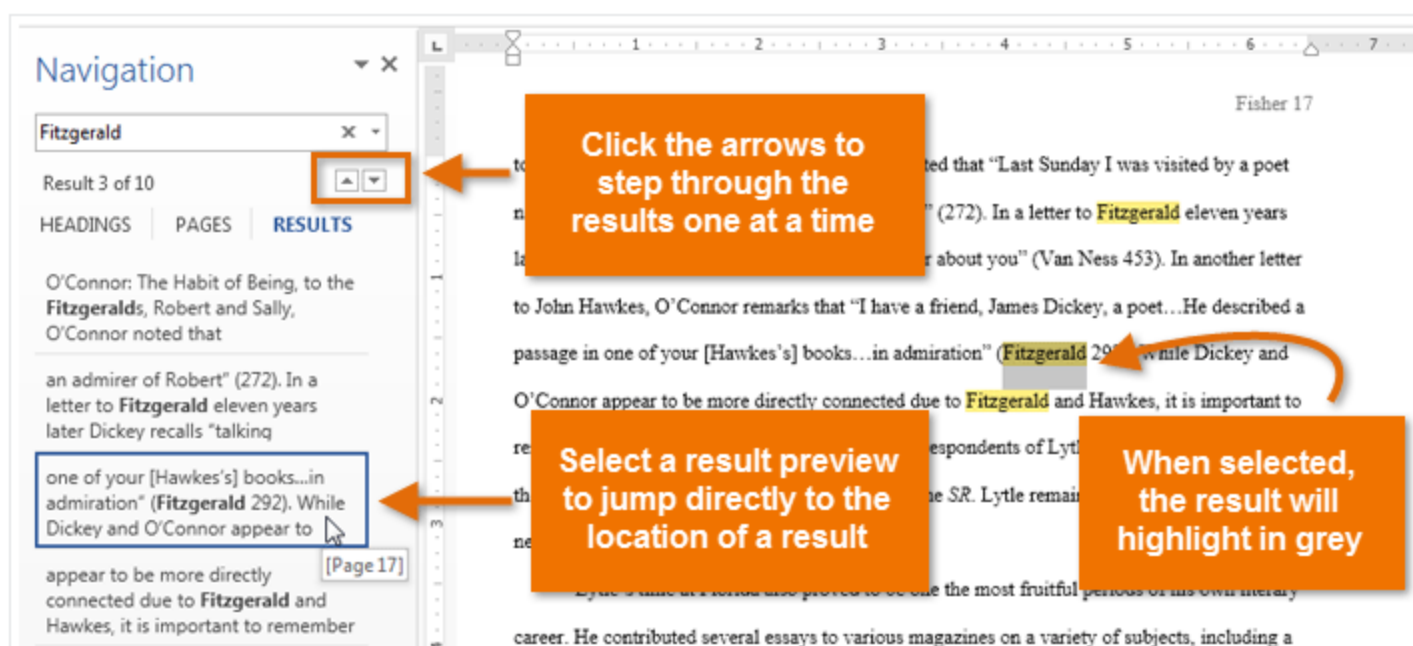
6. When you are finished, click the **X** to close the navigation pane. The highlighting will disappear.
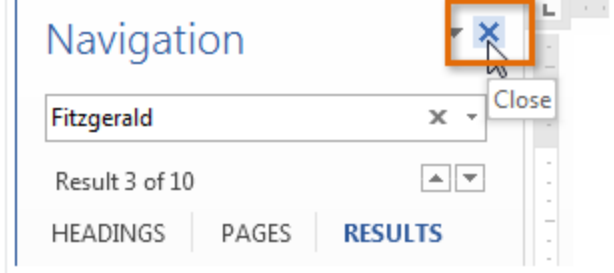
✳ For more search options, click the drop-down arrow next to the search field.
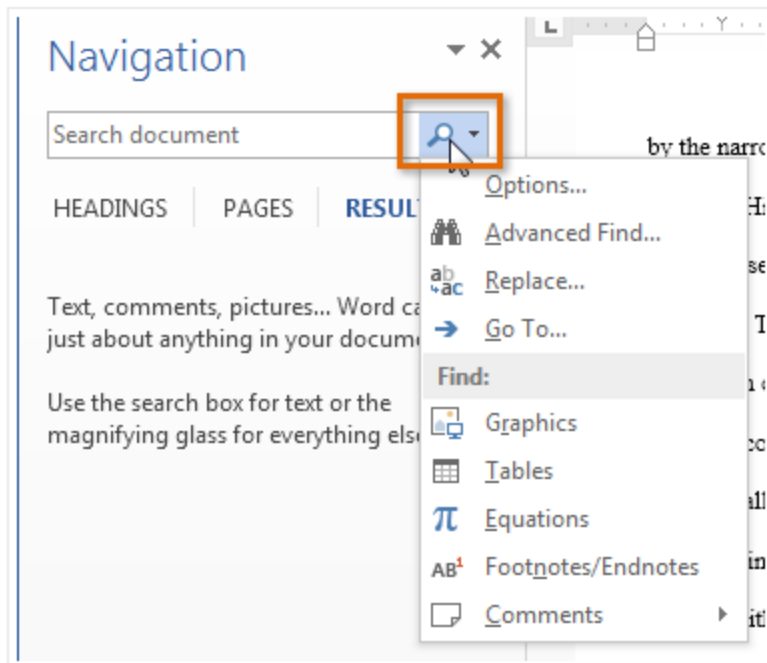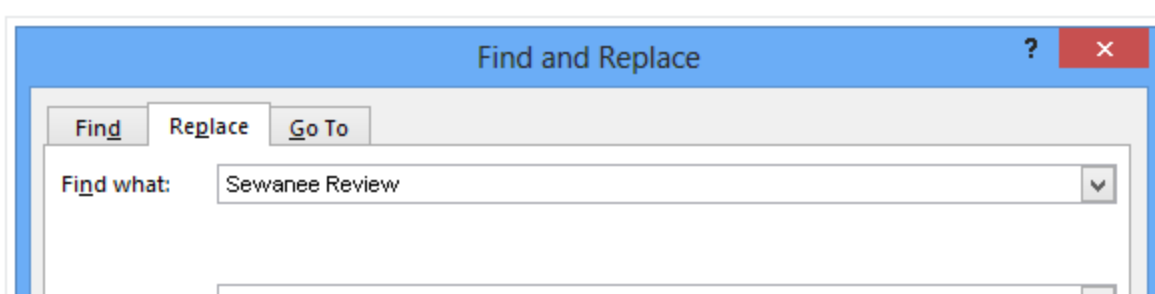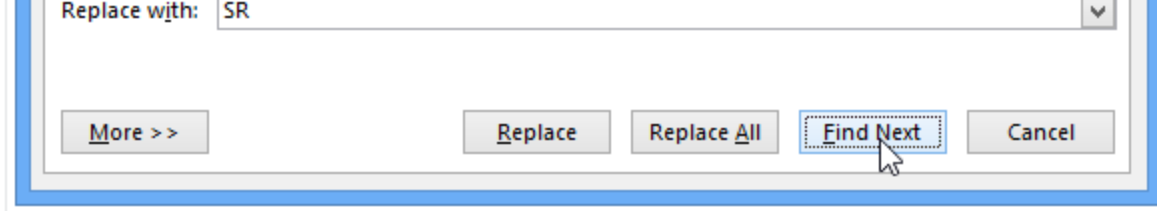

To replace text:

At times, you may discover that you've made a mistake repeatedly throughout your document—such as misspelling a person's name—or that you need to exchange a particular word or phrase for another. You can use Word's **Find and Replace** feature to quickly make revisions. In our example, we'll use Find and Replace to change the title of a magazine so it is abbreviated.

1. From the **Home** tab, click the **Replace** command.
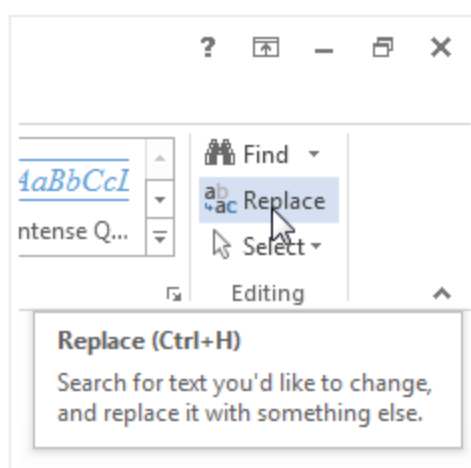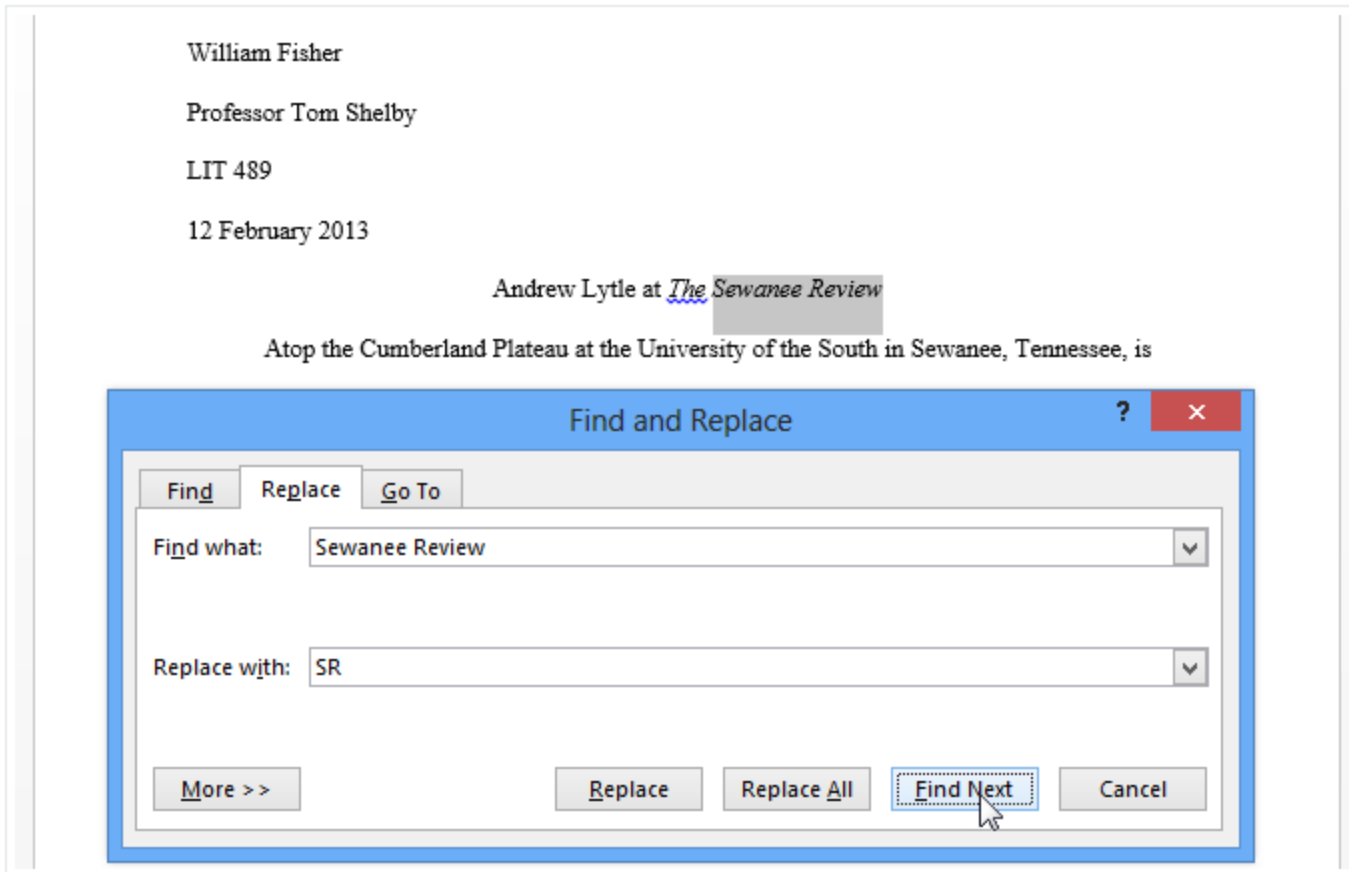

2. The **Find and Replace** dialog box will appear.
3. Type the text you want to find in the **Find what:** field.
4. Type the text you want to replace it with in the **Replace with:** field. Then click **Find Next**.
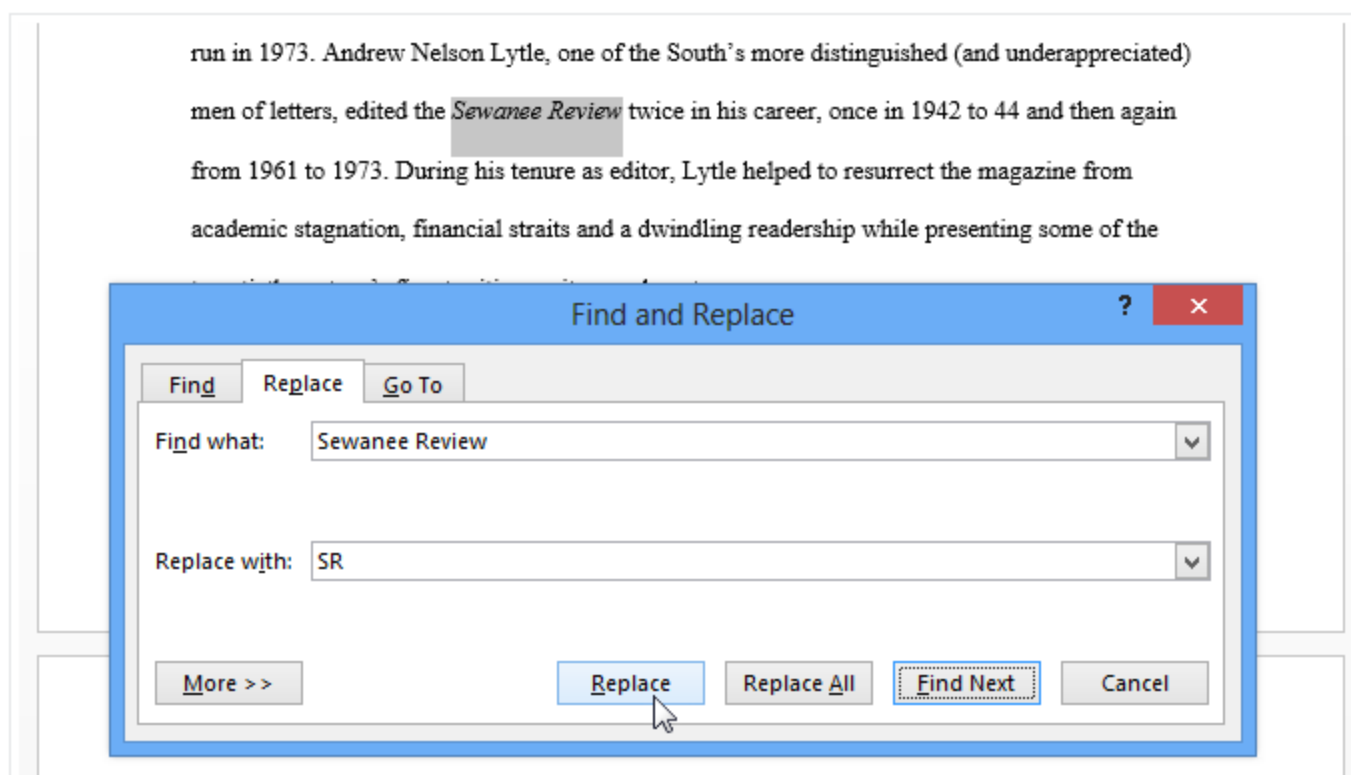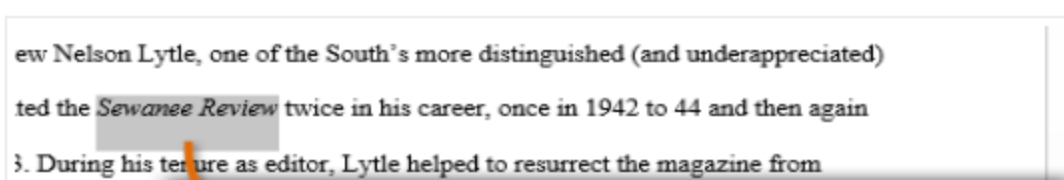
Replace with: SR

More >>   Replace   Replace All   Find Next   Cancel

5. Word will find the first instance of the text and **highlight** it in gray.

6. **Review** the text to make sure you want to replace it. In our example, the text is part of the title of the paper and does not need to be replaced. We'll click **Find Next** again.
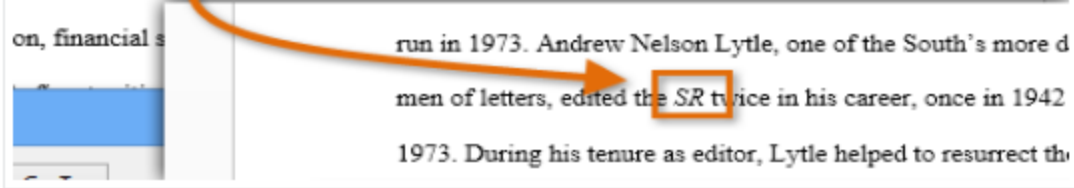
William Fisher

Professor Tom Shelby

LIT 489

12 February 2013

Andrew Lytle at *The Sewanee Review*

Atop the Cumberland Plateau at the University of the South in Sewanee, Tennessee, is

Find and Replace   ?   ×

Find   Replace   Go To

Find what: Sewanee Review

Replace with: SR

More >>   Replace   Replace All   Find Next   Cancel

7. Word will jump to the next instance of the text. If you want to replace it, select one of the **replace** options:
   - **Replace** will replace individual instances of text. In our example, we'll choose this option.
   - **Replace All** will replace every instance of the text throughout the document.

run in 1973. Andrew Nelson Lytle, one of the South's more distinguished (and underappreciated) men of letters, edited the *Sewanee Review* twice in his career, once in 1942 to 44 and then again from 1961 to 1973. During his tenure as editor, Lytle helped to resurrect the magazine from academic stagnation, financial straits and a dwindling readership while presenting some of the

Find and Replace   ?   ×

Find   Replace   Go To

Find what: Sewanee Review

Replace with: SR

More >>   Replace   Replace All   Find Next   Cancel

8. The selected text will be replaced.

ew Nelson Lytle, one of the South's more distinguished (and underappreciated)

ted the *Sewanee Review* twice in his career, once in 1942 to 44 and then again

3. During his tenure as editor, Lytle helped to resurrect the magazine from

run in 1973. Andrew Nelson Lytle, one of the South's more d
men of letters, edited the *SR* twice in his career, once in 1942
1973. During his tenure as editor, Lytle helped to resurrect th

9. When you're done, click **X** to close the dialog box.

✴ You can also access the Find and Replace command by pressing **Ctrl+H** on your keyboard.

✴ For more search options, click **More** in the Find and Replace dialog box. From here, you can select additional search options, such as matching case and ignoring punctuation.
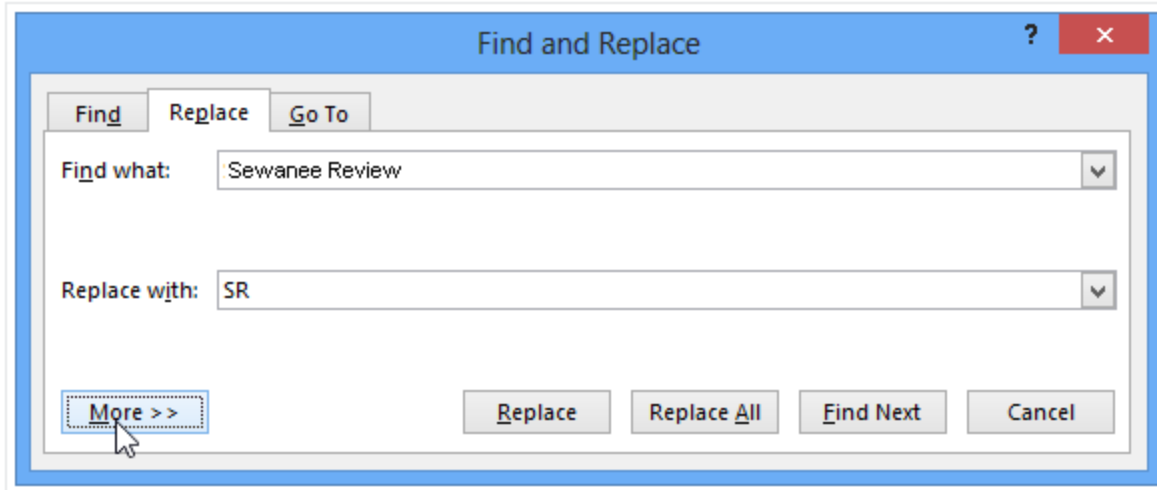
Challenge!

1. Open an existing Word 2013 document. If you want, you can use our **practice document**.
2. **Select** some text to **delete**. If you're using the example, delete the last sentence of the second paragraph.
3. **Copy and paste** some text. If you're using the example, copy the last name **Charlesbois** from the email address at the top of the page and paste it after **Maurice** in the third paragraph.
4. **Cut and paste** some text. If you're using the example, cut the first sentence of the second paragraph and paste it after the first sentence in the first paragraph.
5. Select a phrase to **drag and drop** to a new location in the document. If you're using the example, drag the phrase **from 6:30-9:00 pm** and drop it after **The event will take place**.
6. **Find and replace** a word in the document. If you're using the example, find and replace **Mrs** with **Ms**.