

Microsoft Office Productivity Suite

Lesson: April 7th

Learning Target:

Students will understand how to add, delete, and move text in their document as well as cut, copy and paste in Microsoft Word and Google Docs

Let's Get Started:

If you are using a computer with Microsoft Office,

[click here](#) (Go to slide 2)

If you are using a computer without Microsoft Office,

[click here](#) (Go to slide 18)

Text Basics with Microsoft Office Word

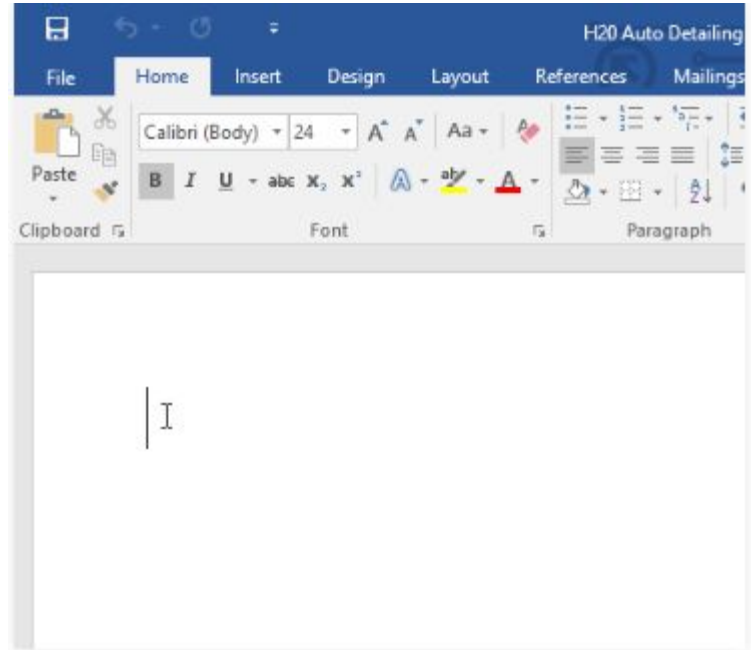
Watch Video: [Word Text Basics](#)

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 will appear 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.



Auto Detailing |

New Paragraph Line

▪

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

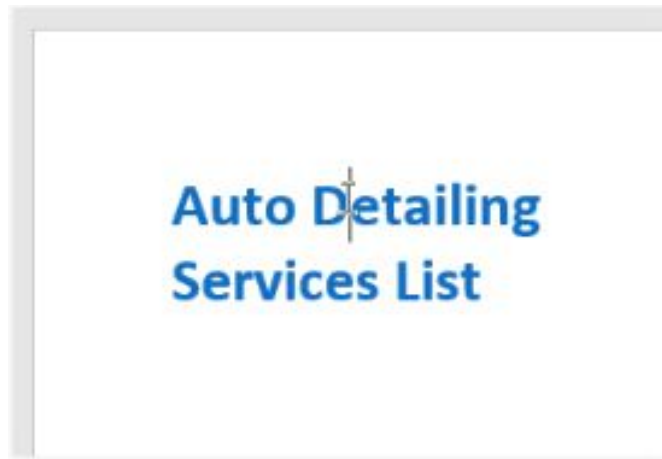


Auto Detailing
Services List | I

Manual Placement

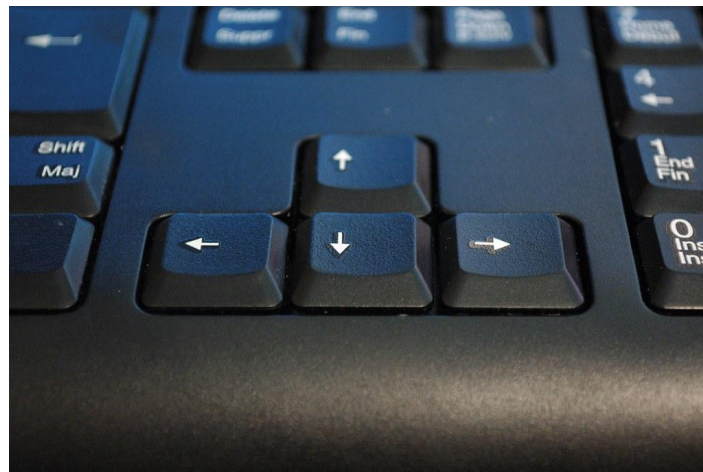
▪

Once you begin 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.



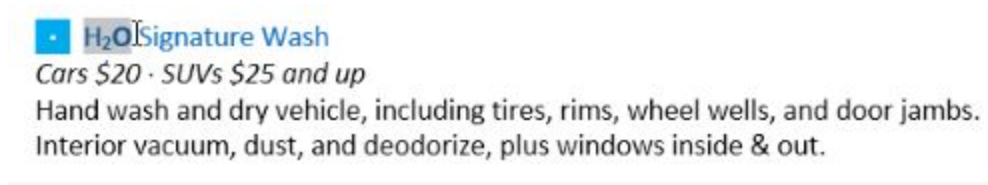
Arrow Keys

You can also use the arrow keys on your keyboard to move the insertion point. The **left** and **right** arrow keys will move between **adjacent characters** on the same line, while the **up** and **down** arrows will move between **paragraph lines**. You can also press **Ctrl+Left** or **Ctrl+Right** to quickly move between entire words.

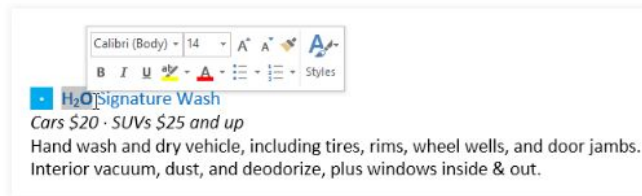


Selecting Text

- Before you can move or format text, you'll need to **select it**. To do this, click and drag your mouse over the text, then release the mouse. A **highlighted box** will appear over the selected text.

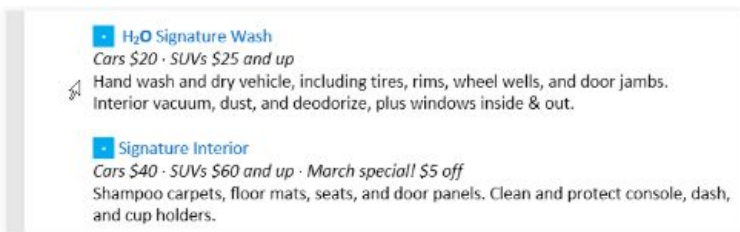


- When you select text or images in Word, a **hover toolbar** with command shortcuts will appear. If the toolbar does not appear at first, try hovering the mouse over the selection.

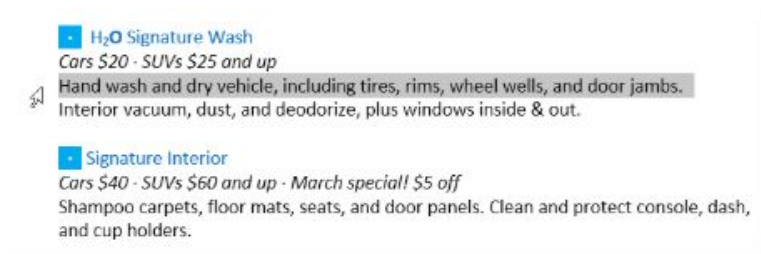


Select Multiple Lines of Text

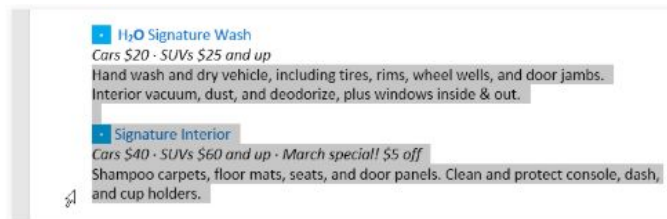
1. Move the mouse pointer to the left of any line so it becomes a **right slanted arrow**



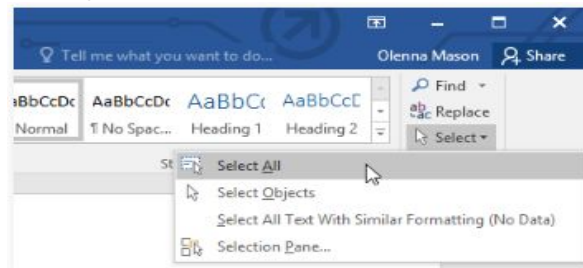
2. Click the mouse. The line will be selected



3. To select **multiple lines**, click and drag the mouse up or down



4. To **select all** of the text in your document, choose the **Select** command on the Home tab, then click **Select All**. You can also press **Ctrl+A** on your keyboard



Deleting 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.

If you select text and start typing, the selected text will automatically be deleted and replaced with the new text.

Copying and moving Text

Word allows you to **copy** text that's already in your document and **paste** it in other places, which can save you a lot of time and effort. If you want to move text around in your document, you can **cut and paste** or **drag and drop**.

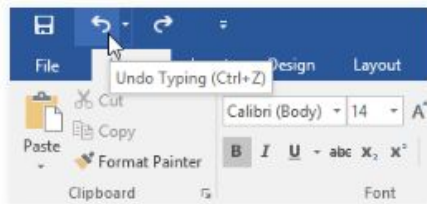
Practice: To copy and Paste Text

1. Select the **text** you want to copy.
2. Click the **Copy** command on the **Home** tab. You can also press **Ctrl+C** on your keyboard.
3. Place the insertion point where you want the text to appear.
4. Click the **Paste** command on the Home tab. You can also press **Ctrl+V** on your keyboard.
5. The text will appear.

Undo and Redo

Let's say you're working on a document and accidentally delete some text. Fortunately, you won't have to retype everything you just deleted! Word allows you to **undo** your most recent action when you make a mistake like this.

To do this, locate and select the **Undo** command on the Quick Access Toolbar. You can also press **Ctrl+Z** on your keyboard. You can continue using this command to undo multiple changes in a row.



By contrast, the **Redo** command allows you to reverse the last undo. You can also access this command by pressing **Ctrl+Y** on your keyboard.

Symbols

If you need to insert an unusual character that's not on your keyboard, such as a copyright (©) or trademark (™) symbol, you can usually find it with the **Symbol** command.

Practice: Insert a Symbol

1. Place the insertion point where you want the symbol to appear.

Schedule your appointment today!

Contact Hank Odum at 321-555-5400 or hank@H2Omobile.com
Special rates available for weekly/monthly customers

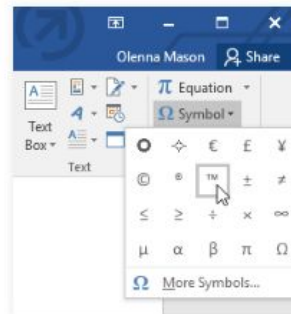
[H₂O Mobile Wash & Valet](#) | Just leave the details to us!

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.

2. Click the **Insert** tab



3. Locate and select the **Symbol** command, then choose the desired symbol from the drop-down menu. If you don't see the one you want, select **More Symbols...**



4. The symbol will appear in the document.

Schedule your appointment today!

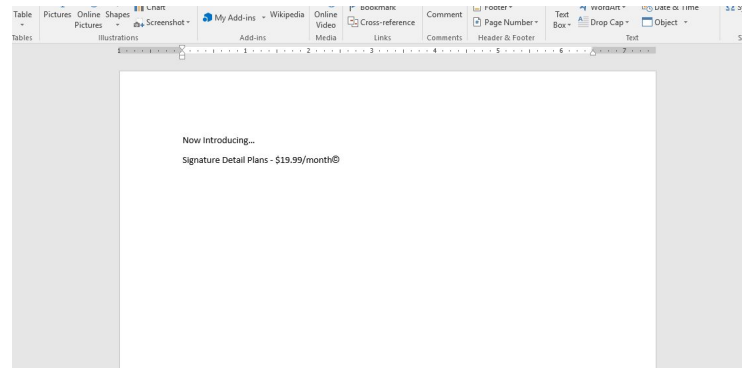
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CHALLENGE!

1. Open a blank word document
2. Place the insertion point at the top of the document and type **Now Introducing...**
3. Press Enter so that the insertion point moves to a new line
4. Type **Signature Detail Plan's - \$19.99/month.**
5. Use your arrow keys to move back in the line and remove the apostrophe(') in the word **Plan's**
6. At the end of the line you just typed, insert the **copyright symbol**. If you cannot find the trademark symbol, insert a different symbol of your choice.
7. When your finished, your document should look like the one below



Text Basics with Google Docs

Watch Video: [Text Basics with Google Docs](#)

Using the Insertion Point to add text

1. Locate the **insertion point**, which is a blinking vertical line. In a blank document, this will be near the top-left corner of the page. If the document already has text, you can click in different parts of the document to move the insertion point.
2. When you begin typing, the text will appear next to the insertion point.

April 27, 2016|

Selecting Text

- Before you can move or format text, you'll need to **select it**. To do this, click and drag your mouse over the text, then release the mouse. A **highlighted box** will appear over the selected text.

Your donation will help us to reach this year's fundraising goal of \$10,000 to help support and increase technology resources at Lakestone Montessori. As you may know, with the recent budget cutbacks in education funding, this annual fundraiser is one of our most important events of the school year. In addition to replacing aging computer equipment, we would like to purchase 10 Apple iPads to help support the use of technology in expanding and exploring lesson content.

Deleting Text

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

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- Select the **text** you want to remove, then press the **Delete** key.

If you select text and start typing, the selected text will automatically be deleted and replaced with the new text.

Copying and moving Text

You may find that sometimes it's easier to **copy and paste** text that repeats often in your document. Other times, there may be text you want to move from one area of the document to another, in which case you'll need to **cut and paste** or **drag and drop** the text.

Typically, the copy, cut, and paste commands are found in the Edit menu of many word processing applications. However, Google Docs uses **keyboard shortcuts**—or a combination of keys—to perform these commands.

- Copy: **Ctrl+C**
- Cut: **Ctrl+X**
- Paste: **Ctrl+V**

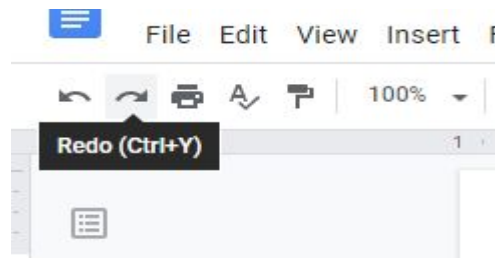
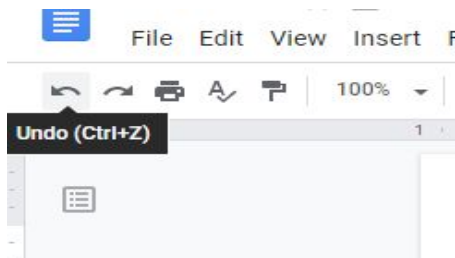
Practice: To copy and Paste Text

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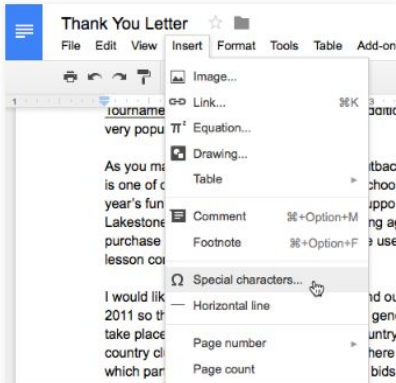
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Symbols

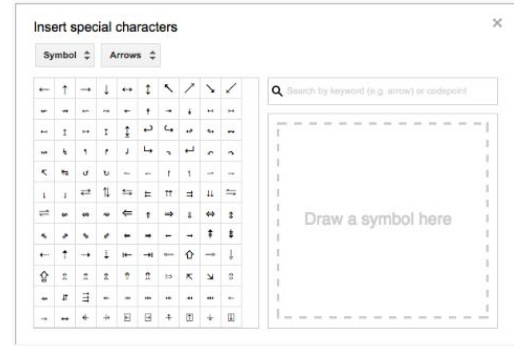
Google Docs offers a large collection of **special characters**. They are useful when writing equations, and they can serve as decorative accents as well.

Practice: Insert a Symbol

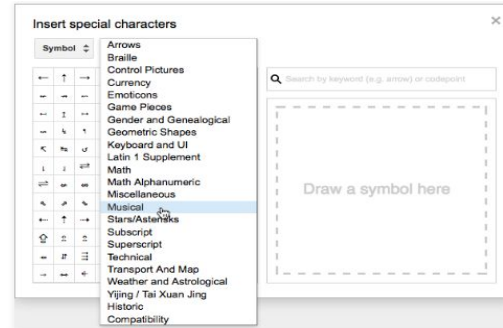
1. Place the insertion point where you want the symbol to appear.
2. Click the **Insert** the select **Special Characters**



3. The **Insert Special Characters** dialog box will appear.



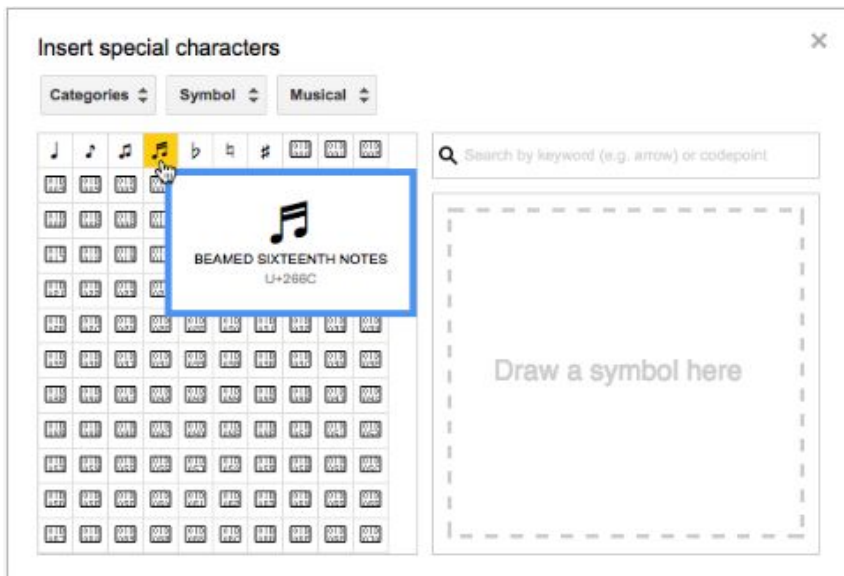
4. Use the drop-down arrows above the character grid to **browse groups of symbols**. In our example, we are browsing for musical symbols to add to our document.



Practice: Insert a Symbol (Cont.)

5. Click the desired symbol to insert it into your document.

6. The symbol will appear in your document



final silent bids for items, and then recognition of
tournament and auction winners will take place di
our chorus, The 🎵 Warblers, will perform a song

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