PRELIMINARIES OF WORD PROCESSING (highlight, delete, copy, cut, paste)

You are first going to learn or review some basic word processing techniques using MicroSoft Word.

1. Let’s first get a document that we can all work on. As a sample document, get the *Homework Operating Procedures* for UMR course Physics 23 (Engineering Physics I) by clicking on the URL (Universal Record Locator): [http://campus.umr.edu/physics/23/handouts/Hwbwops.doc](http://campus.umr.edu/physics/23/handouts/Hwbwops.doc).

2. When the File Download window pops up, choose the save option and put it in your My Documents folder (or whatever folder in which you are working).

3. The first thing we need to do is highlight text. This is done by left-clicking and holding down the mouse button at the start of the text you wish to highlight. By moving your mouse, you will drag the cursor over the text you wish to work with, and then releasing the left button. Do this to the text at the bottom of the document by putting your cursor at the line above **Official Starting Equations**, pressing and holding the left mouse button, dragging the cursor to the bottom of the page, and then releasing the button.

4. We will clear some space to use by deleting the text you have highlighted. Simply press the DELETE key on your keyboard. The highlighted text should vanish!

5. The next thing to do is see how to copy text to “clipboard” memory. This can be done in three different ways, the last being an ultimate backup.
   a. After highlighting text, go to Edit on the top tool bar of Word and click Copy on the pull-down Edit menu. This copies the highlighted text into memory.
   b. Alternatively, right click the mouse after highlighting and click on Copy in the pop-up menu to copy text into clipboard memory.
   c. As a third alternative after highlighting text, press and hold down the Ctrl key (Control) and then press and release the C key. This Ctrl-C combination is the general windows command for copy. **This always works**, even in cases in which 3a and 3b do not (which sometimes occurs when Copy is grayed out or does not appear in the menu). Practice each of these procedures using introductory paragraph of the document.

6. The next thing to do is paste text from the “clipboard” memory. This can be done in three different ways, the last being an ultimate backup.
   a. After putting the cursor where you want to paste the copied text (or highlighting text you wish to replace), go to Edit on the top tool bar of Word and click Paste on the pull-down Edit menu. This pastes the highlighted text from memory.
   b. Alternatively, right click the mouse click on Paste in the pop-up menu to paste text from clipboard memory.
c. As a third alternative press and hold down the **Ctrl key** (Control) and then press and release the **V key**. This **Ctrl-V** combination is the general Window’s command for paste. *This always works*, even in cases in which 4a and 4b do not (which sometimes occurs when Copy is grayed out or does not appear in the menu). It will be very important in producing hyperlinks.

Practice each of these three pasting procedures by copying any sentence in the document and pasting it in the space you cleared at the bottom of the document.

7. The final thing to know how to do is cutting text. Highlight some of the text you copied to the bottom of the document. This text can be cut and transferred to the clipboard by going to the Edit pull-down menu and clicking on **CUT**. Alternatively, the highlighted text can be cut by clicking on the scissors symbol in the toolbar, or selecting **CUT** after right clicking the right mouse button after the text is highlighted.

8. Verify the cut text is on the clipboard by putting your cursor anywhere in the document, and pasting. The text will be inserted in the document at the cursor’s position.

9. You can undo what you have done by going the Edit pull-down menu, and clicking on Undo [operation] at the top of the menu.

You have now verified your mastery of some very useful and efficient techniques in word processing. Congratulations!

You may now wish to proceed to the production of web active documents by clicking here.