EDITING AND FORMATTING A WORD PROCESSOR DOCUMENT

EDITING A DOCUMENT

EDITING A WORD DOCUMENT

Editing is the process of making necessary changes to an existing document such as changing, deleting, rearranging words, grammar checks, and thesaurus, undo and redo etc.

Block options

A word processor user can work on individual text such as a character, a word, a line, a paragraph, a page or the entire document. Before doing any necessary changes, a word processor user must first select the text he/she wants to manipulate.

Selecting

Selecting means highlighting. It is the act for which a word processor user chooses a block of text he/she wants to work on. There are various ways to highlight text but this depends on the volume of text you want to highlight and also depends whether you are using a mouse or a keyboard.

Selecting a character using a mouse

To highlight a character using a mouse, proceed as follows:

a) Put the cursor before or after the character you want to highlight.

b) Press the left button of your mouse (without removing your finger) and scroll to the right or left respectively.

c) Finally relax the button.

Selecting a character using a keyboard

To highlight a character using a keyboard, proceed as follows:

a) Put the cursor before or after the character you want to highlight.

b) Press the **shift key** and hold then press the right arrow key or left arrow key respectively.

c) Finally relax they key

Selecting a word using a mouse

To highlight a word using a keyboard, proceed as follows:

a) Double click on the word you want to highlight

Selecting a word using a keyboard

Highlighting a word using a keyboard is the same as highlighting a character using a keyboard

Selecting a line using a mouse

To highlight a line using a mouse, proceed as follows:

a) Place the cursor before the line until it changes into an arrow ( )

b) Then click once.

Selecting a line using a keyboard

To highlight a line using a keyboard, proceed as follows:

a) Place the cursor before the line or after the line.

b) Press the shift key and hold

c) Press the up arrow or the down arrow key respectively.

d) You can also press *shift + end* or *shift + home* respectively.

Selecting a paragraph using a mouse

To highlight a paragraph using a mouse, proceed as follows:

a) Highlight the first line or the last line.

b) Scroll the cursor downwards until the end of the paragraph or start of the paragraph respectively.

Selecting a paragraph using a keyboard

To highlight a paragraph using a keyboard, proceed as follows:

a) Use the same procedure as '*To highlight a line using a keyboard'*

Selecting a page using a keyboard & mouse

The procedure is the same as selecting line.

Selecting a document using a keyboard & mouse

a) Selecting a document using a keyboard, press CTRL + A

b) Selecting a document using a mouse is the same procedure as selecting a line and a paragraph.

Moving text in a document

Moving text in a document means changing the location of text within the document or from one

document to another.

Moving text using a mouse

a) Highlight the text you want to move.

b) Right click on the text you have highlighted and select *'cut'* command

c) Put the cursor where you want to move text.

d) Right click and select *'paste'* command

Alternatively, highlight the text you want to move, click on the text and drag to the destination.

Moving text using a keyboard

a) Highlight the text you want to move.

b) Press *'CTRL + X'*

c) Put the cursor where you want to move text.

d) Press *'CTRL +V'*

Copying text in a document

Copying means making a duplicate of text or images. To copy text in a document proceed as follows.
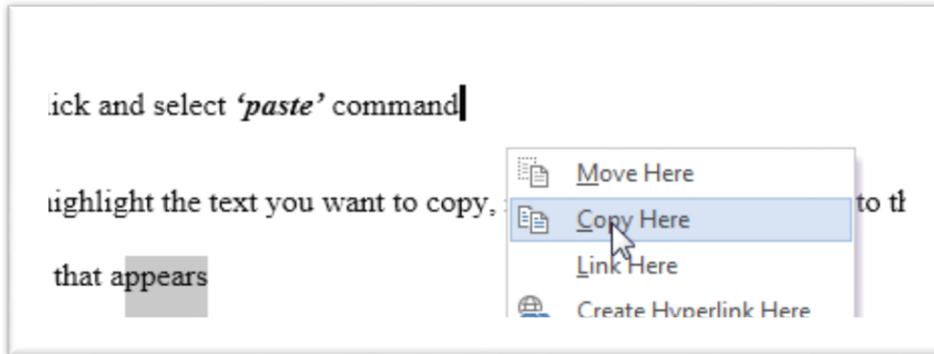
Copying text using a mouse

a) Highlight the text you want to move.

b) Right click on the text you have highlighted and select *'copy'* command

c) Put the cursor where you want to move text.

d) Right click and select *'paste'* command

Alternatively, highlight the text you want to copy, right click on it and drag it to the destination, on the option window that appears select 'copy here' command.

.ick and select *'paste'* command|

	Move Here
	Copy Here
	Link Here
	Create Hyperlink Here

ighlight the text you want to copy, ... to th

that appears

Copying text using a keyboard

a) Highlight the text you want to move.

b) Press *'CTRL + C'*

c) Put the cursor where you want to move text.

d) Press *'CTRL +V'*

Deleting text in a document
Deleting means getting rid of a text or image from a document. To delete text, proceed as follows:-

a) Highlight the text you want to delete.

i. **Using a mouse:**

1. Right click the mouse and click *'cut'*

ii. **Using a keyboard:**

1. Press any of these keys delete, backspace, spacebar, enter. However the recommended key to use is delete key.

Editing modes

Editing modes also called '***typing modes'*** are word processor features that make the work of editing a document easier, quicker and effective by changing how the cursor responds. There are two types of editing modes, namely:

1. Insert mode
2. Type over mode

1. Insert mode

In insert mode, when the word processor user wants to make changes within a group of text such as adding characters, the cursor **moves** the existing text away.
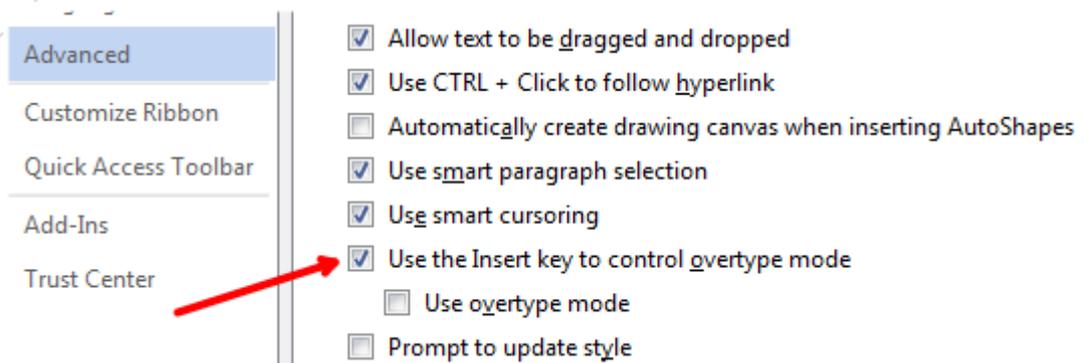
2. Type over mode

In type over mode also called ***overtype mode***, when the word processor user wants to make changes within a group of text such as adding characters, the cursor **deletes** the existing text.

Choosing typing modes in word processors

To change typing modes form type over mode to insert mode and vice versa, proceed as follows:

a) Click on ***'file'*** menu tab on the ribbon

b) Select ***'options'*** command

c) Select ***'advanced'*** from the dialog box that appear

    i. Activate the use of insert key on the keyboard by selecting 'use the insert key to control the overtype mode'

The insert key can then be used to swap between the two typeover modes by pressing on it once.

ii.   You can as well go for the second option *'use the overtype mode'* to activate the type over mode. To activate insert mode, uncheck *'use the overtype mode'*.

Note: in most case or by default, insert mode is the recommended option.

Find command:

Find command is a feature in word processors that word processors users use to search for words/phrases in a document. To use the find command, press *CTRL + F* on the keyboard. Or under the *'home'* tab, to the right of the ribbon, press *'find'* and it will activate the *'Navigation'* task pane on the left of the screen. Type the phrase you want to search on the textbox and press enter key on the keyboard. The phrases will be highlighted.

Replace command

Assuming that you are dealing with a large document of let's say 10,000 pages. After typing, you realize that you made a mistake in one of the words that appears on the document 2400 times, i.e. you typed 'Kenyata' instead of 'Kenyatta'. To move from one page to another editing is a tedious process and will also take you lots of time. This calls for the **'replace'** command, this command finds words or phrases in a document and replaces them with other phrases as you command. We can therefore define the replace command as a feature in word processor programs that finds for a phrase or a word in a document and replaces it with another.

Procedure for using replace command:

a) Click the **'home'** tab

b) On the right side of the ribbon, click 'replace' or press 'CTRL + H' on the keyboard. The dialog box such as the one shown below will appear.

c) On the **'find what'** textbox, type the phrase you want to search.

d) On the **'replace with'** textbox type the phrase you want to replace with the one found.

e) Click **'replace all'** button.

> *The search options will help you effectively customize the replace command with specific requirements as indicated when you click the 'more' button.*

Proof-Reading

Proofreading means examining your text carefully to find and correct typographical errors and mistakes in grammar, style, and spelling.

i) Spelling and grammar checking:

Spelling and grammar checker is a feature in word processors that is used to correct spelling and grammar errors using the custom dictionary within the software package.

To use the spelling and grammar checker,

a) Press the **'F7'** function key or

b) Under the **'review tab'**, on the left side of the ribbon, click **'spelling & grammar'** icon and a **'Grammar'** task pane box like the one shown below will appear.
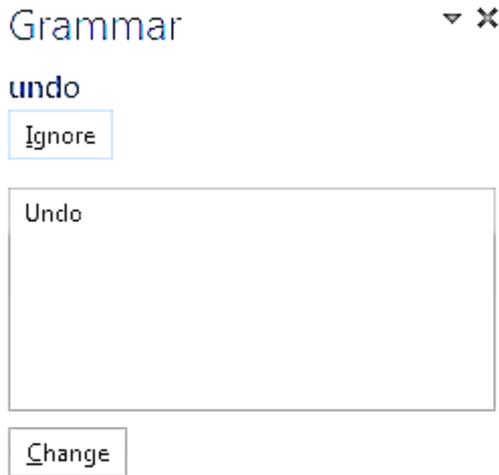
c) Use *'ignore'* button if you don't want to make any grammar or spelling changes or select an option on a textbox below the **'ignore'** button and click the **'change'** button. In most cases, suggestions on corrections are provided below the **'change'** button.

ii) Thesaurus:

Thesaurus is a dictionary of synonyms and sometimes antonyms. This feature gives suggestions of synonyms and sometimes antonyms of the typed phrase for the word processor user to choose from.

To use Thesaurus, proceed as follows:

a) Press the ***'SHIFT + F7'*** keys or

b) Under the ***'review tab'***, on the left side of the ribbon, click ***'Thesaurus'*** icon and a

'Thesaurus' task pane box like the one shown below will appear.
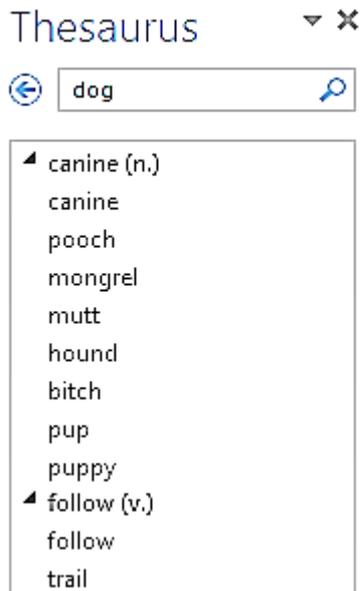
c) Choose the phrase you want form the list and press the ***'enter key'*** on the keyboard.
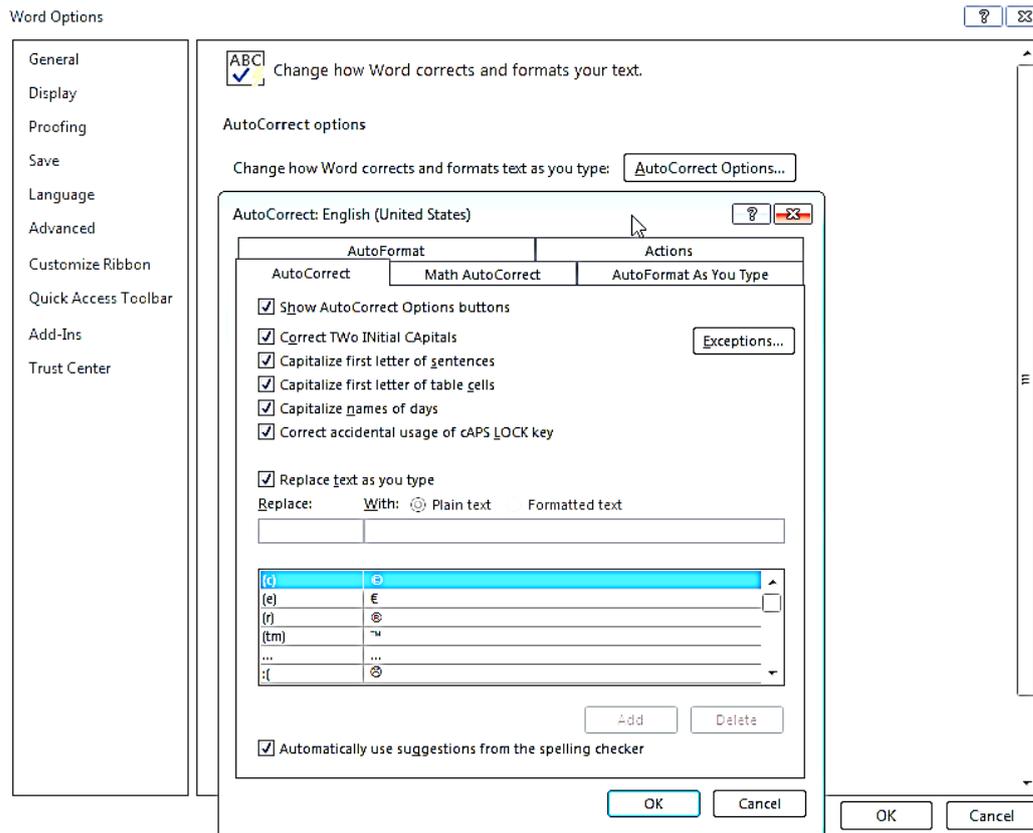
iii) auto-correct:

Auto correct is a feature in word processor packages that automatically corrects words or phrases by

using a custom dictionary embedded in the word software package. It mostly corrects, grammar,

spelling and case selections, repeated words and other phrases that can be customized by the user.

To customize auto-correct, proceed as follows:

a) Under the ***'file'*** tab, click ***'options'*** command.

b) On the dialog box that appears, click *'proofing'*

c) Under *'AutoCorrect Options'* category, click on *'AutoCorrect Options …'* button (an '*AutoCorrect*' dialog box will appear).

d) On the '*AutoCorrect*' dialog box do necessary customizations and click '*ok*' to exit.

iv) Undo and redo

Undo

To **undo** means, to revert that last done action. For example, if you delete a character by mistake and you want to restore it without typing, you use the *'undo'* command. There are two ways of undoing an action.
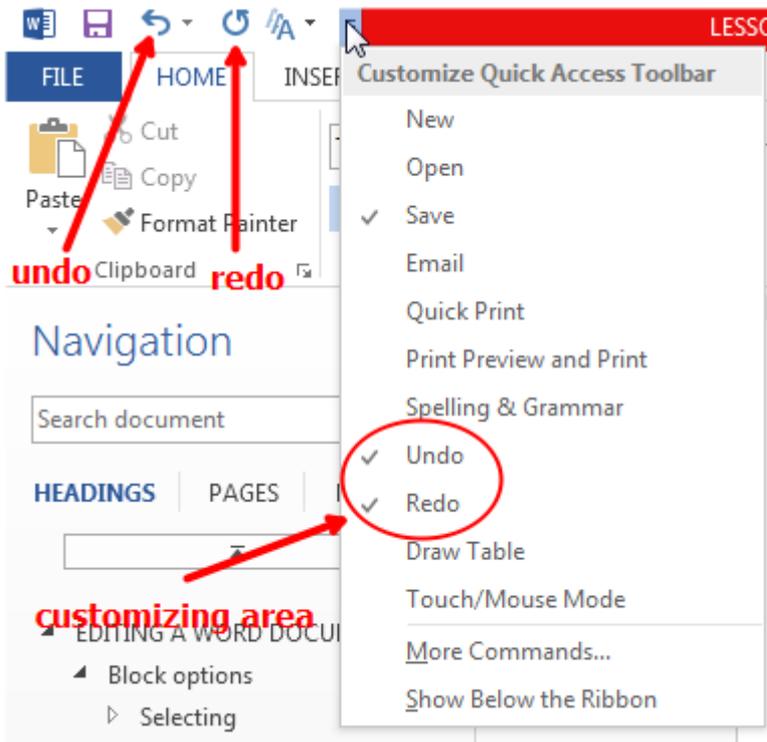
1. Using the keyboard, press *'CTRL + Z'*

2. Using the mouse, customize the *'undo'* command on the quick launch toolbar. (check diagram below)

To **redo** means, to revert the last undone action. Redo is the opposite of undo. There are also two ways

of redoing an action:

1. Using the keyboard, press *'CTRL + Y'*

2. Using the mouse, customize the *'redo'* command on the quick launch toolbar.

For questions on topic, please visit:

1. Practical questions: http://notes.atikaschool.org/kcse-computer-studies-paper-2

2. Theory questions: http://notes.atikaschool.org/kcse-computer-studies-questions-and-answers-836310