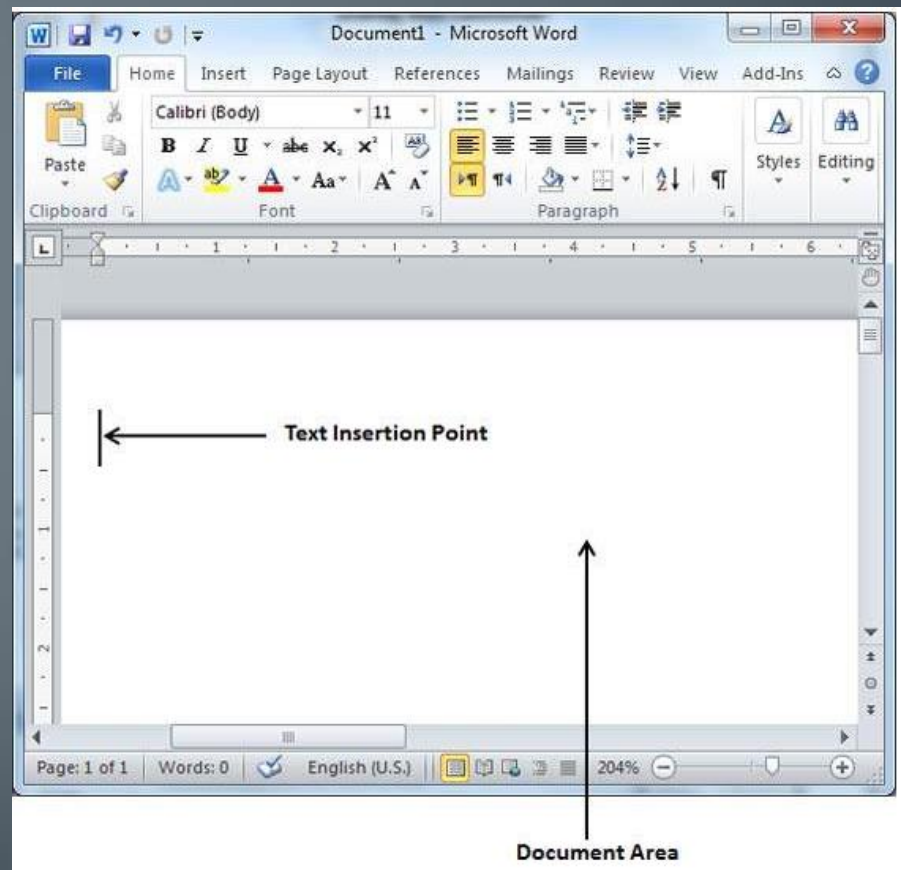


MS Word

Entering Text in a Document

Entering Text

- Let us see how easy it is to enter text in a Word document. We assume you know that when you start Word, it displays a new document by default as shown below –

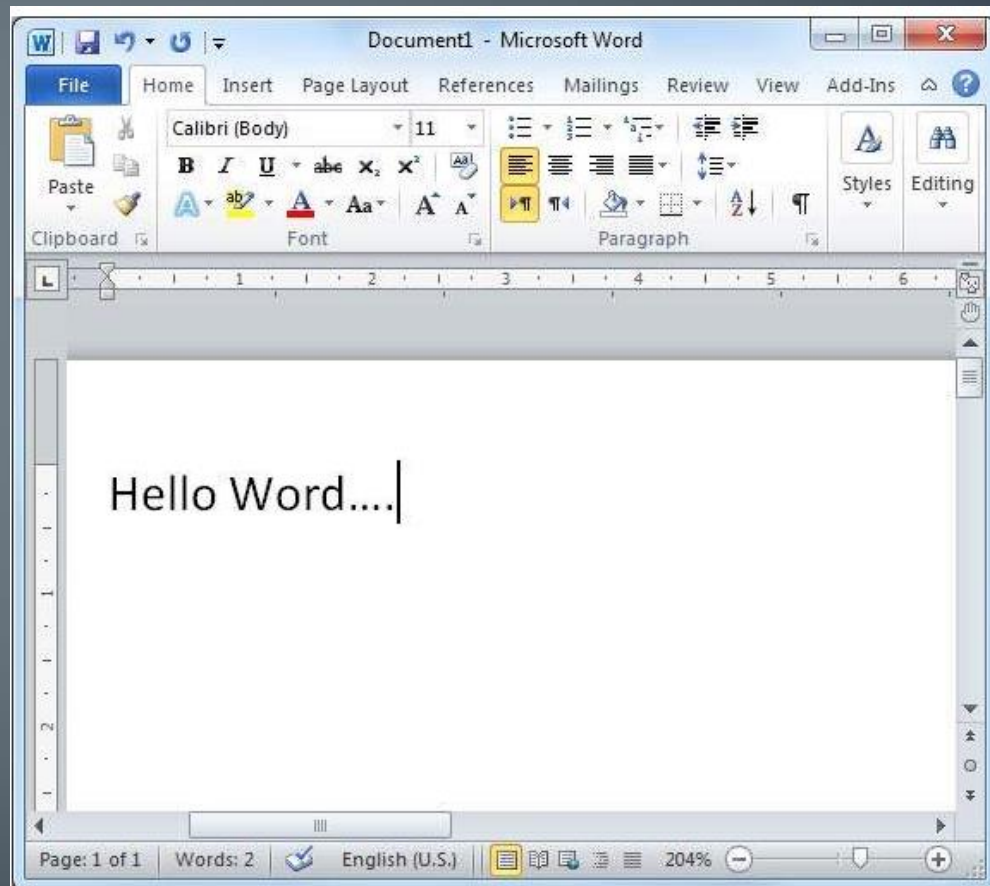


Entering Text

- Document area is the area where you type your text. The flashing vertical bar is called the insertion point and it represents the location where the text will appear when you type.
- Keep the cursor at the text insertion point and start typing the text.

Entering Text

- The text appears to the left of the insertion point as you type –

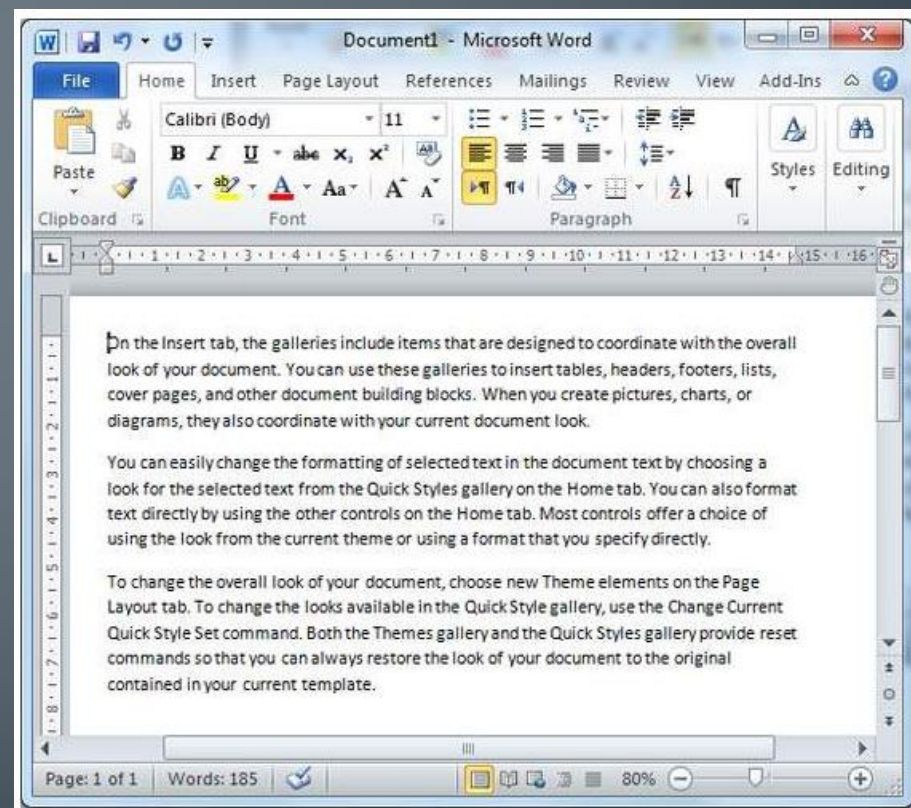


Points to remember while entering text

- The following are the two important points that will help you while typing –
 - You do not need to press Enter to start a new line. As the insertion point reaches the end of the line, Word automatically starts a new one. You will need to press Enter, to add a new paragraph.
 - When you want to add more than one space between words, use the Tab key instead of the spacebar. This way you can properly align text by using the proportional fonts.

Creating Sample Text

- To create a sample text, there is a short cut available. Open a new document and type `=rand()` and press Enter. Word will create the following content for you –



Keyboard commands, used for moving around the document

| Keystroke | Where the Insertion Point Moves |
|-----------|--------------------------------------|
| → | Forward one character |
| ← | Back one character |
| ↑ | Up one line |
| ↓ | Down one line |
| PageUp | To the previous screen |
| PageDown | To the next screen |
| Home | To the beginning of the current line |
| End | To the end of the current line |

Keyboard commands, used for moving around the document

| Key Combination | Where the Insertion Point Moves |
|-----------------|---|
| Ctrl + → | To the next word |
| Ctrl + ← | To the previous word |
| Ctrl + ↑ | To the start of the previous paragraph |
| Ctrl + ↓ | To the start of the next paragraph |
| Ctrl + PageUp | To the previous browse object |
| Ctrl + PageDown | To the next browse object |
| Ctrl + Home | To the beginning of the document |
| Ctrl + End | To the end of the document |
| Shift + F5 | To the last place you changed in your document. |