

### **Editing Text (remember to highlight or select text first)**

- **Selecting Text** **[Edit] (Select All) or CTRL + A for all text**

Selecting Text means to highlight the text with your mouse arrow. To do this left click with your mouse and hold your clicker down then drag the mouse over the text area and it will highlight. Let go of your mouse clicker when the text is selected. To select your whole document use CTRL+A on your keyboard.

- **Copying Text** **[Edit] (Copy) or CTRL+C**

To copy text, highlight the text and then click on Edit>Copy or use the copy button on the standard toolbar. Copying the text leaves the original text and allows the same text to be duplicated somewhere else.



- **Moving (Cut) Text** **[Edit] (Cut) or CTRL +X**

To move text, highlight the text and then click on Edit>Cut or use the cut button on the standard toolbar and the highlighted text will be removed and stored in the “clipboard” for pasting elsewhere.



- **Pasting Text** **[Edit] (Paste) or CTRL+V**

To paste text click at the point in the document you wish to insert the text and then select Edit>Paste or click on the paste button in the standard toolbar.



- **Deleting Text** **Delete key or Backspace keys on keyboard**

To delete text highlight the text and press the DEL key or backspace key on the keyboard.