


## Exercise 2: Editing a document

In these exercises you will learn the following:

- to save a document under a new name
- to move the cursor, insert and delete text.

### Save a document with a new name

1. Open Word 97 if it is not already open and choose **File, Open** or click on the **Open** button on the toolbar, then choose the **HOLIDAY IN AUSTRIA** document from the list and click on **Open**. 
2. You will now make a copy of this document with a new name. Choose **File, Save As**. Replace the present file name with **SKI TOUR**. You still have the document **HOLIDAY IN AUSTRIA** in your folder on your hard disk, but you have also a copy with another name: **SKI TOUR**.

### Moving the Cursor

Now you will learn to navigate around in your document. This can be done in two ways: either by using the keyboard, or by using the mouse.

Find the cursor, a blinking vertical line. When you use the movement keys ←, ↑, → and ↓ the cursor moves through the text, and the document will scroll automatically.

1. Try the following movements by using the keyboard:

If you want to move	you should press the following keys
a character to the left	←
a character to the right	→
a line up	↑
a line down	↓
a word to the left	CTRL + ← ( + means to hold CTRL down and press ← )
a word to the right	CTRL+ →
to the beginning of a line	HOME
to the end of a line	END
a paragraph up	CTRL + ↑
a paragraph down	CTRL + ↓
a page forward	CTRL + PGDN
a page back	CTRL + PGUP
a window-full up	PGUP
a window-full down	PGDN
to the start of the document	CTRL+HOME
to the end of the document	CTRL+END
go to page number	Press F5, type in the page number and press ENTER

### Moving the cursor through the document using the mouse

When you move around in the document using the mouse, you first scroll through the document by using the horizontal and vertical scroll bars. Notice that the cursor does not follow the document's movements. To place the cursor where you want it, position the mouse pointer in the text and click the left mouse button.

How to move the cursor using the mouse

1. Scroll through the document by clicking or dragging the horizontal and vertical scroll bars until the text you want to edit is visible. Click with the mouse so that the cursor is placed in the new position.  
Or
2. Choose the Select Browse Object button at the bottom of the vertical scroll bar. Choose an element like page, table or graphic and then jump from element to element using the buttons marked with the double arrows.

### Insert text

1. Position the cursor in the second paragraph after the word 'was' and write the following sentence: **I suffer slightly from vertigo.**

The text is inserted at the cursor's position. The existing text is pushed forwards as you write.

### Deleting text

You can delete text to the left of the cursor by using the BACK-DELETE key, which is positioned just above the ENTER key. You can delete text to the right of the cursor by using the DELETE key.



1. Place the cursor in front of the word **slightly** in your text and delete it. Which key should you use? Write in the word **terribly** instead. Try deleting other words and writing in new ones. You can also delete an entire word to the right of the cursor by using CTRL + DELETE, or an entire word to the left of the cursor by using CTRL + BACK-DELETE.
2. Choose File, Close and click on No, so that the changes are not saved.

## Exercise 3: Edit and format a document

In these exercises you will learn the following:

- to select and format text
- to use the undo function and insert a page break

If you have written some text and want to format, move, delete or copy any of it, it must first be selected before you can do anything with it. When text is selected, it is covered by a black box, and appears in white. How to select text, either using the mouse or the keyboard is described below.

---

### Selecting text

1. Open the **SKI TOUR** document. Text can be selected using either the mouse or the keyboard or a combination of both.