


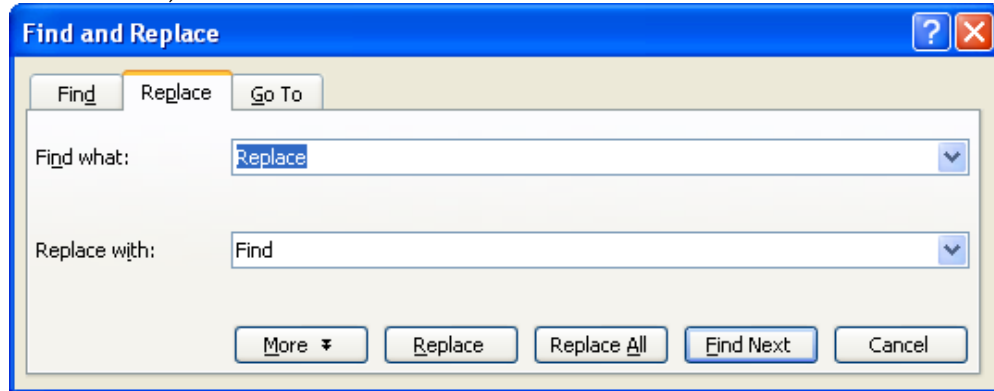


Deleting/Replacing Text

There are several ways that text can be deleted or replaced in a Word document. This document explains each of these.

- ❖ Select a word or a character and then press **Delete**.
- ❖ **CTRL + Backspace** – This key combination deletes one word to the left of the Insertion Point.
- ❖ **CTRL + Delete** – Use this combination to delete one word to the right of the Insertion Point.
- ❖ **Delete Key on Keyboard** – This key can be used to delete single characters of text, a block of text, objects such as images, or other elements in a document. It will delete text to the right of the insertion point. To delete images or other characters, select the element and then press the Delete key.
- ❖ **Backspace Key on Keyboard** – This key can be used to delete single characters of text. It will delete the characters to the left of the insertion point.
- ❖ **Undo**– This feature is used to reverse a deletion or other formatting done to a document. To Undo formatting in a document, do one of the following:
 - Click the **Undo** button on the **Quick Access Toolbar** (see illustration at right). 
 - It is possible to click the **Undo** button several times to make additional corrections.
 - The corrections will be made in the order they were completed previously.
 - To see a list of corrections, click the list arrow on the right side of the button.
- ❖ **Redo** – Once the Undo option has been selected, it is possible to Redo the formatting. To do this, complete one of the following steps:
 - Click the **Redo** button on the Quick Access Toolbar (see illustration at right). 
 - It is possible to click the **Redo** button several times to make additional corrections.
 - The corrections will be made in the order they were completed previously.
 - To see a list of corrections, click the list arrow on the right side of the button.
- ❖ **Delete versus Cut** – Cut removes the data from the document and places it in on the Clipboard. Delete removes the information completely from the document.
- ❖ **Drag and Drop** – This feature is used to move selected text using the Mouse.
 - Select the text that is to be moved.
 - Move the mouse pointer over the selected text until it turns to the shape illustrated at the right. 
 - Hold down the **Left** mouse button.
 - Drag the information to the desired location.
 - A black vertical line will appear to the left of where the text is to be inserted.
 - When that line is in the correct place, release the left mouse button.
 - The text should appear in the document at the specified location.
- ❖ **Select and Replace** – Select a section of text or a word and then start keying in new text. With the text still selected, the material will be replaced with the new material.
- ❖ **Replacing Text Using the Replace Feature** – This feature is used to find and replace text throughout an entire document. To use this feature:
 - Click the **Home Tab**.
 - In the **Editing Group**, click the **Replace** button.

- The **Find and Replace** dialog box will appear with the **Replace** tab selected (see illustration below).



- In the **Find what** box, input the text you are searching for. This can be one word or a string of words.
- In the **Replace With** box, input the text that is to replace what is in the **Find What** box.
- Click the **More** button to access additional features for replacing text.
- Do one of the following:
 - Click the **Replace All** button to replace all the specified words in the whole document.
 - Click the **Find Next** button to locate the specified text and then click the **Replace** button.
- When all the text has been replaced, a message will appear.
- Click **OK** to exit the dialog box.
- Click **Close** once the process is complete.