

Moving Text

It is important to be able to move text efficiently within a page, between pages and between documents. In this chapter you will learn how to scroll through a document, insert page breaks, copy, cut and paste text both within and between documents, and use drag and drop.

Cursor Movements

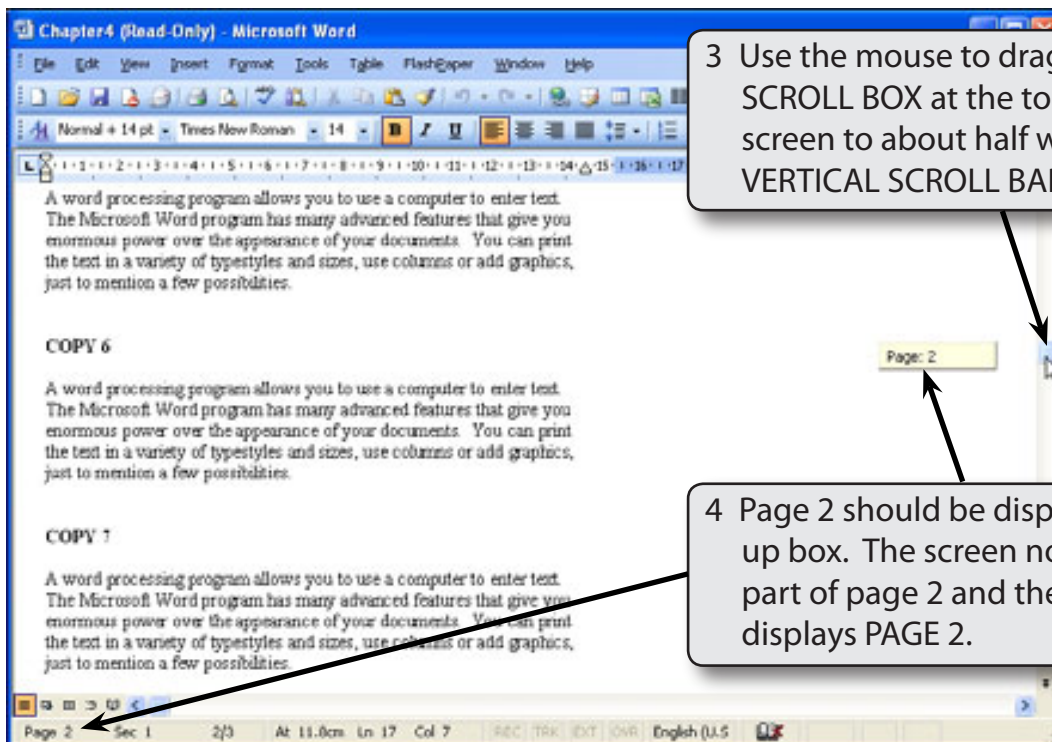
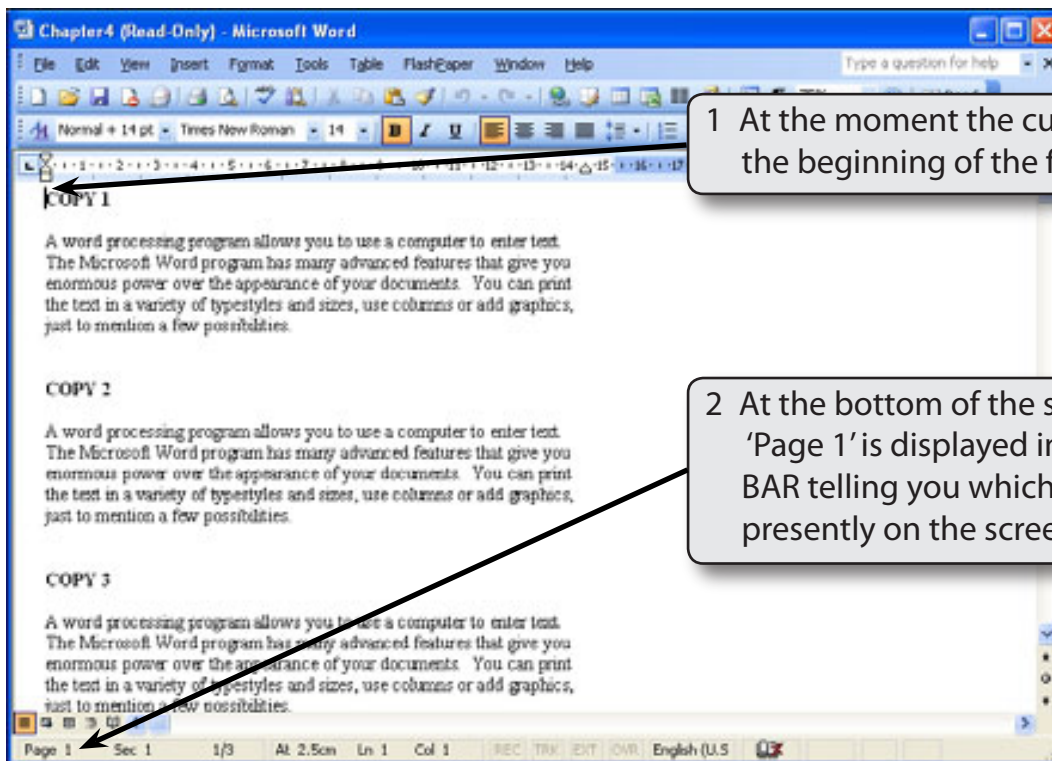
When you are using large documents (2 pages or more), it is very important to be able to move through the file very quickly.

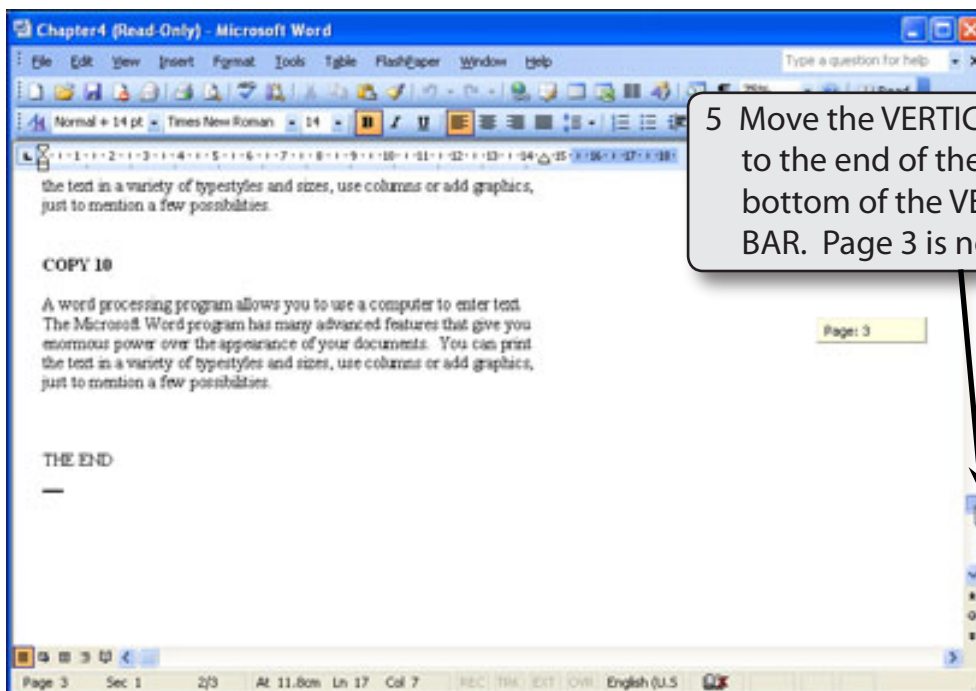
A Loading a Sample Document

A sample document has been prepared for you which needs to be loaded from the WORD SUPPORT FILES.

- 1 Load Microsoft Word or close the current file (selecting CLOSE from the FILE menu will achieve this).
- 2 Select OPEN from the FILE menu.
- 3 Access the WORD SUPPORT FILES folder. Refer to page 2-1 if you have forgotten how to do this.
- 4 Double click on the CHAPTER 4 folder to open it then double click on the CHAPTER 4 file to load that file.
- 5 Click on YES to open the file as a READ ONLY file. It contains 10 copies of the paragraph you have used in previous chapters.

B The Scroll Bars

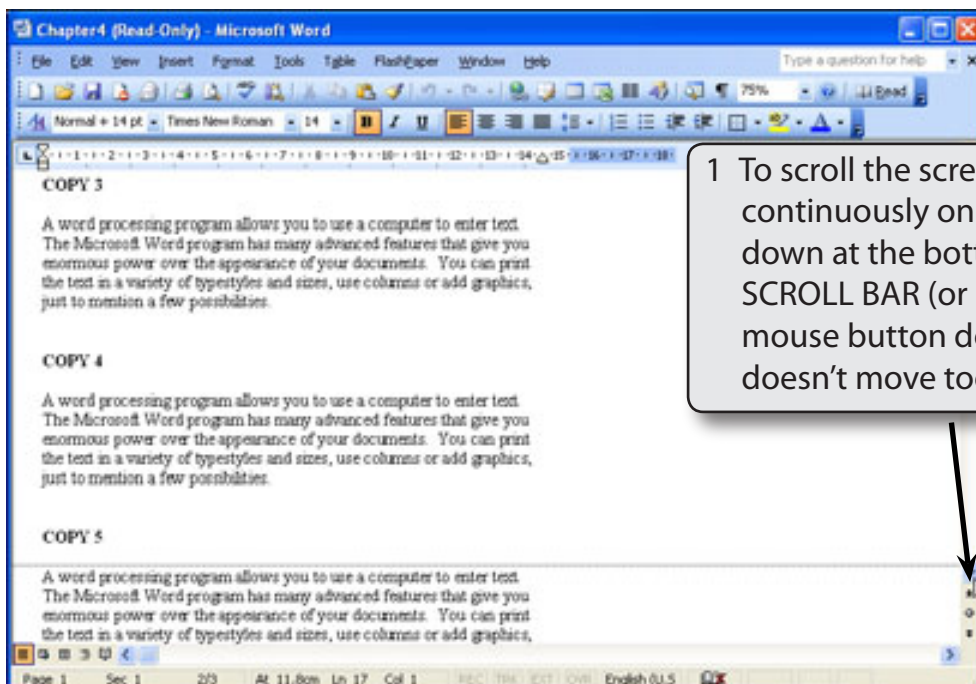


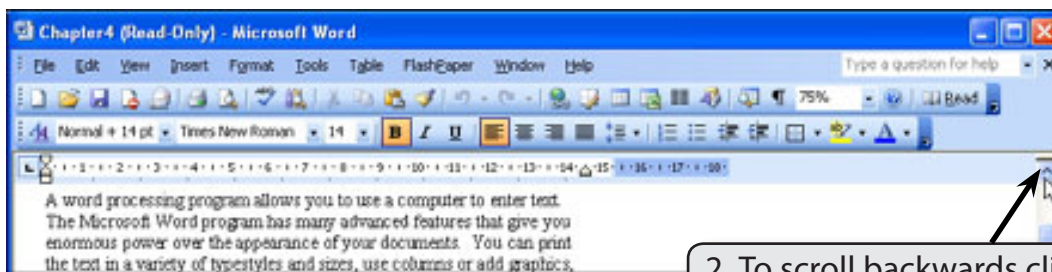


- 6 Return the screen to the beginning of the document by dragging the VERTICAL SCROLL BOX to the top of the VERTICAL SCROLL BAR.

C Scrolling

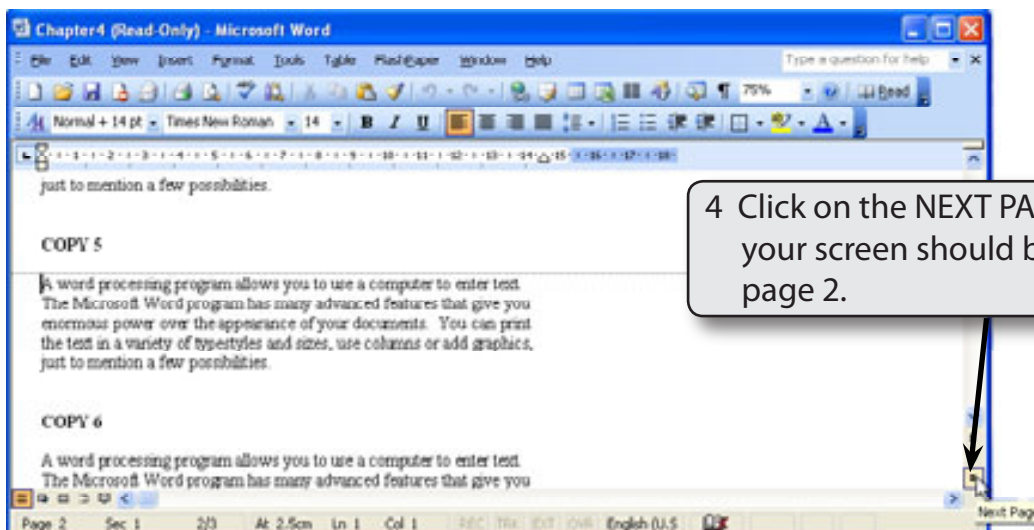
Scrolling is sometimes useful when proofreading documents to check for mistakes.



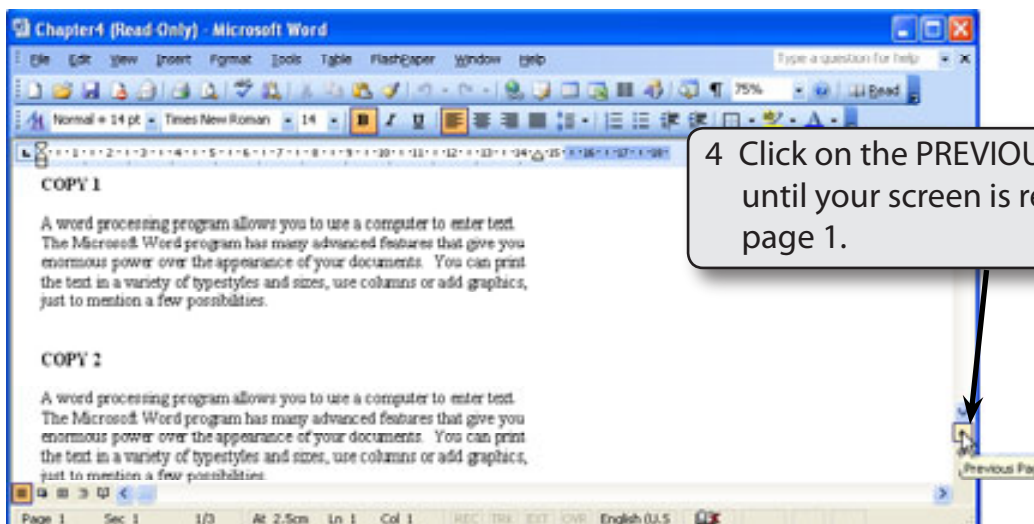


2 To scroll backwards click on the arrow pointing up at the top of the column.

- 3 To scroll between pages the double arrow boxes at the bottom of the VERTICAL SCROLL BAR can be used.



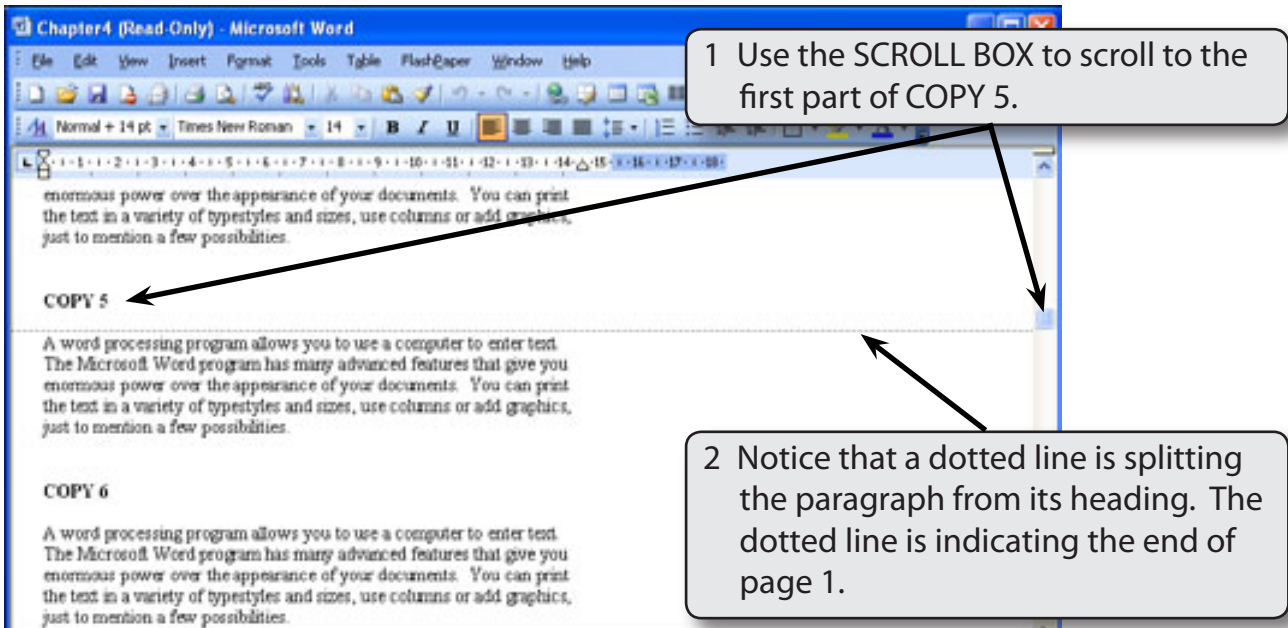
4 Click on the NEXT PAGE button and your screen should be taken to page 2.



4 Click on the PREVIOUS PAGE button until your screen is returned back to page 1.

Inserting Page Breaks

PAGE BREAKS can be used to move text to the top of the next page. It is used to ensure that paragraphs or headings start at the top of a fresh page.



- NOTE:**
- i If you were to print with the present setup part of COPY 5 would be on page 1 and the remainder on page 2.
 - ii The page break may be in a slightly different position depending on the computer system you are using.

3 It would look far better to have the page break at the beginning of COPY 5.

