

Microsoft Word: Editing Tools

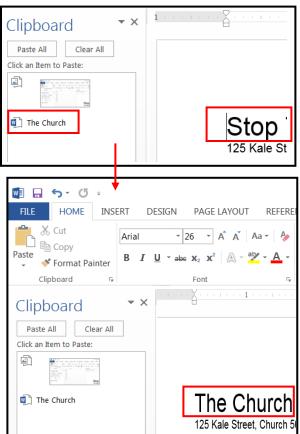
Cut: Moves an item to the Clipboard for insertion into another location or document

Copy: Places a copy of an item on the Clipboard for insertion into another location or document **Paste**: Inserts an item from the Clipboard into a document

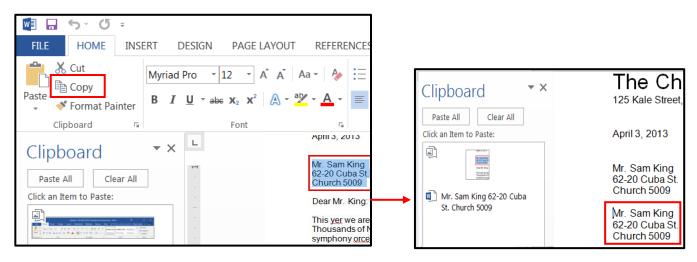
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Paste All Clear All			
Click an Item to Paste:			
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Cutting & Pasting

- 1. On the **Home** Tab, click the dialog box launcher in the lower-right hand corner of the **Clipboard** Group
- 2. **Highlight** the text/object you wish to cut and paste
- 3. Click the **Cut** button in the Clipboard group
- 4. Click the area on the document where you want to insert the item
- 5. Click on the item in the Clipboard pane to Paste it



Copying & Pasting – Copying items follows the same steps as cutting. To Copy items, click the **Copy** button.



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PAGE LAYOUT

REFERENCES

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Finding Text

- 1. From the **Home** Tab, click the **M** Find button in the **Editing** Group
- 2. In the Navigation Pane that appears on the left-hand side, type the words you are searching for. Results will autopopulate in the pane.
- 3. Click on a result to locate it in the document

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	Find Reglace Go To Find what: Artists Options: Search Down	 Click the Replace butt In the Find and Repla pop-up window, enter
	Replace with:	desired text 3. Select one of the follo
	More >> Replace Replace All Find Next Cancel	Replace, Replace All,

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- wing: or **Find Next**

- **Replace:** Replaces the first instance of the word
- **Replace All:** Replaces all instances of the word
- Find Next: Replaces the first instance of the and then moves to the next one for review

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Using the Thesaurus

- 1. Click the **Review** tab
- 2. Highlight the desired word
- 3. Click the **Thesaurus** button in the **Proofing** group
- 4. A synonym list appears in the **Thesaurus** pane







Blue underline = grammatical error help you're

Word's suggested corrections are available by clicking the

Spelling & Grammar button on the Review Tab. Options for

making adjustments include: Ignore Once, Ignore All, Add to

Red underline = spelling errors

Dictionary, Change All, or AutoCorrect.

While typing text, Word will display spelling and grammar errors