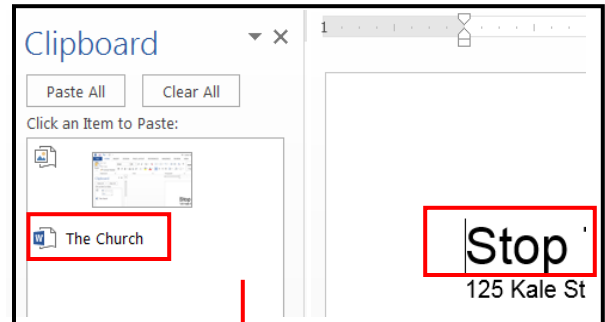
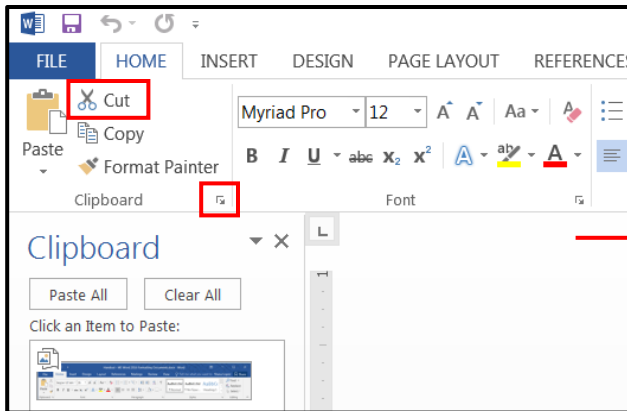


# Microsoft Word: Editing Tools

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

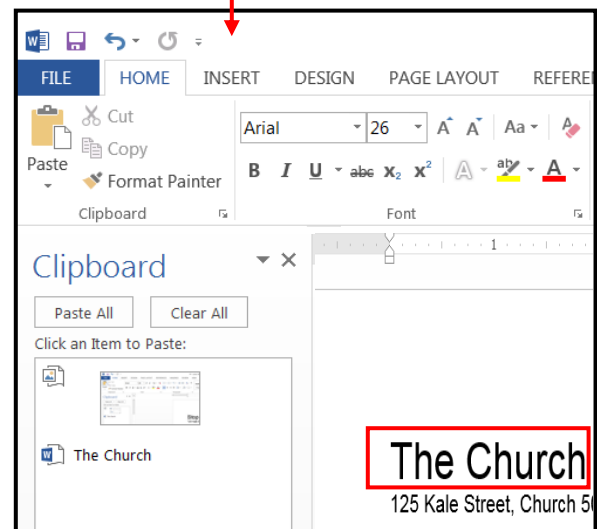
**Copy:** Places a copy of an item on the Clipboard for insertion into another location or document

**Paste:** Inserts an item from the Clipboard into a document

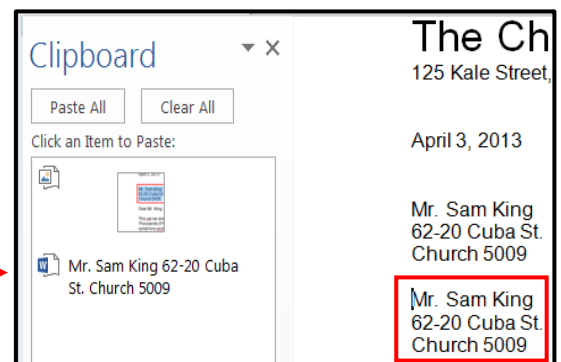
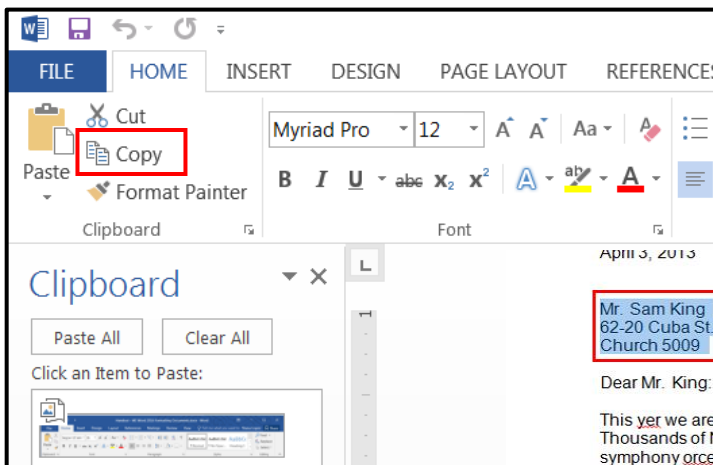


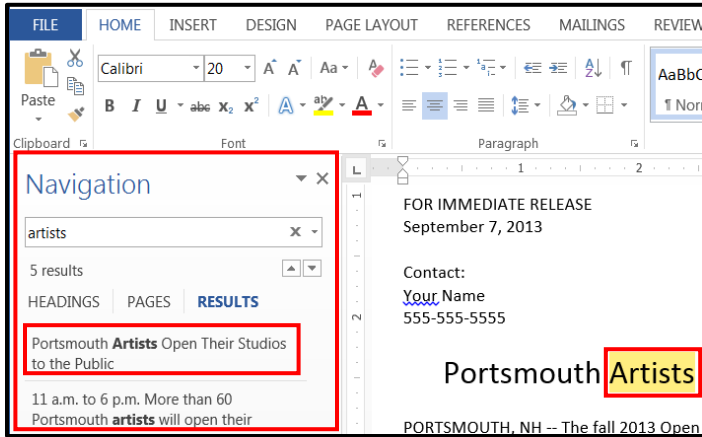
## Cutting & Pasting

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




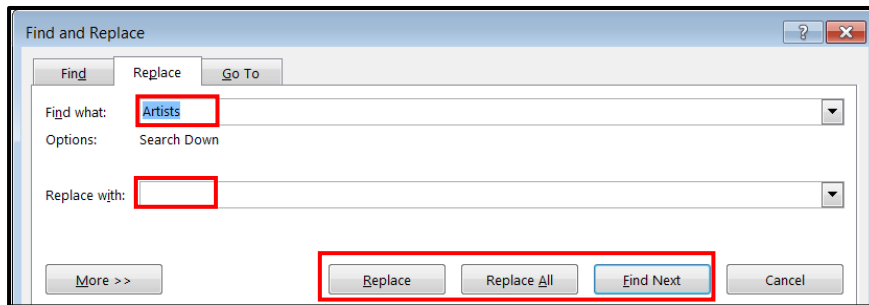
**Copying & Pasting** – Copying items follows the same steps as cutting. To Copy items, click the **Copy** button.





## Finding Text

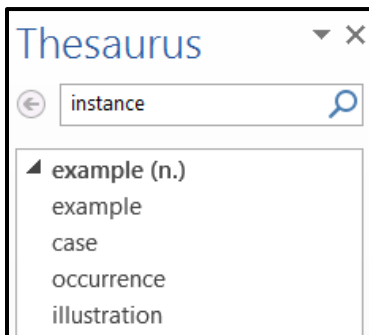
1. From the **Home** Tab, click the  button in the **Editing** Group
2. In the Navigation Pane that appears on the left-hand side, type the words you are searching for. Results will auto-populate in the pane.
3. Click on a result to locate it in the document



## Replacing Text

1. Click the **Replace** button
2. In the **Find and Replace** pop-up window, enter the desired text
3. Select one of the following: **Replace**, **Replace All**, 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 word and then moves to the next one for review

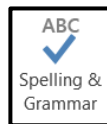


## Using the Thesaurus



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



## Spelling & Grammar



While typing text, Word will display spelling and grammar errors

- Red underline = spelling errors 
- Blue underline = grammatical error 

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 Dictionary**, **Change All**, or **AutoCorrect**.

