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 **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 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 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 errors

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**.