

Microsoft Word - Working With Text

Typing and Inserting Text

To enter text, just start typing. The text will appear where the blinking cursor is located and if there is any text to the right of the cursor it will move forward to allow the new text to be inserted.

Press **Return** or **Enter** to create a new paragraph or new line. While typing a paragraph longer than one line do not press Return at the end of each line since text will automatically be placed on a new line when necessary.

Moving the Cursor

Move the cursor either by

positioning the mouse and clicking the left button,

or by

using the arrow keys on the keyboard. The table below shows some of the ways you can use the arrow keys and Home and End keys to move the cursor.

Keystroke	Cursor
← or →	Moves one character forward or back
↑ or ↓	Moves one line up or down
HOME	Moves to the beginning of the line
END	Moves to the end of the line
← or → while holding CTRL	Moves one word forward or back
↑ or ↓ while holding CTRL	Moves one paragraph up or down
HOME while holding CTRL	Moves to the start of the document
END while holding CTRL	Moves to the end of the document

Deleting Text

Use the **Backspace** and **Delete** keys on the keyboard to delete text.

The Backspace key will erase text to the left of the cursor and the Delete key will erase text to the right.