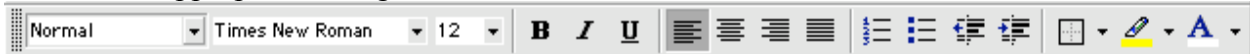


# Inserting and Editing Text

## Microsoft Word

### Typing Text

Text will be inserted at the location of the insertion point. Font, size, and styles can be selected before typing. The typed text will have the selected font, size and style. Use the 'Formatting' toolbar to make the appropriate changes.



To type over existing text, double-click the 'OVR',  on the 'Status' toolbar. To return to insert mode, double-click 'OVR' again.

### Selecting Text

To change the font, size, and style of text that is already typed, the text must first be selected. One way to select text is by dragging over the text. The text is highlighted and then by using the 'Formatting' toolbar, the font, size, and style can be changed.

To select specific text:

Click once	sets the insertion point
Click twice	selects a word
Click three times	selects a paragraph
Click in margin next to line	selects a line
Drag in margin	selects multiple lines
Command + click	selects a sentence
Option + drag	selects a vertical column of text.


#### Symbol

à, è, ì, ò, ù  
á, é, í, ó  
â, ê, î, ô, û  
ã, ñ, õ  
ä, ë, ï, ö, ü, ÿ  
å, Å  
æ, Æ  
ø, Ø

#### Macs

OPTION+ ` (ACCENT GRAVE), the letter  
OPTION+e, the letter  
OPTION+i, the letter  
OPTION+n, the letter  
OPTION+u, the letter  
OPTION+a or OPTION+SHIFT+a  
OPTION+' (single quotation mark) or  
OPTION+SHIFT+' (single quotation mark)  
OPTION+o or OPTION+SHIFT+o

### Copying Character Formatting

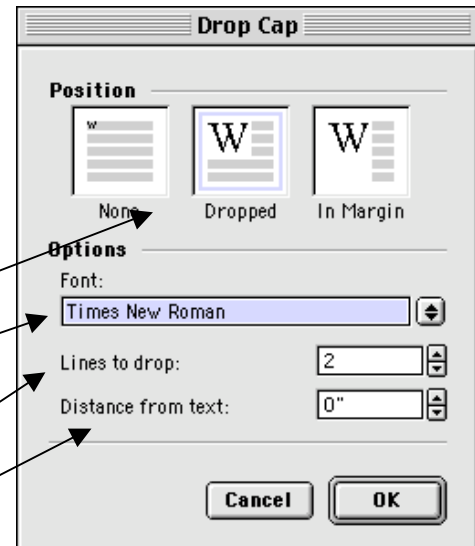
1. Select the text that has the desired formatting.
2. On the 'Standard' toolbar, select the 'Format Painter' button,  To copy formats to several locations, double-click the button.
3. The cursor will change to an I-beam with a + sign.
4. Select the text you want to format. If the 'Format Painter' button was clicked twice, continue to select text to be formatted. Press ESC when done formatting.

## Creating a Dropped Capital Letter

A paragraph can be formatted to have a large initial, or dropped capital letter or first word. This is done by Word placing the first letter or word in a frame. Using dropped capital letters is a good way to start a paragraph in a newsletter or article, or the first paragraph of a chapter.

*To create a dropped capital letter:*

1. Put the insertion point in the paragraph in which the dropped capital letter is to be located. If the entire first word is to be dropped, then select some or part of the first word.
2. Choose 'Drop Cap...' from the 'Format' menu.
3. The 'Drop Cap' dialog box appears.
4. Select either 'Dropped' or 'In Margin' under 'Position'.
5. Choose the font, number or lines dropped, and distance from text.
6. Click 'OK' when done.




### *Notes about dropped capital letters*

- Add borders, shading, and other effects. Click the frame of the dropped capital letter, select 'Borders and Shading' from the 'Format' menu. Select the borders and shading option desired.
- Graphics can be used as dropped characters. After creating a dropped capital letter, copy a graphic and select the letter in the drop capital letter box then, select 'Paste Special' from the 'Edit' menu, and deselect 'Float over text'.

This is a paragraph with a dropped capital letter. Notice the letter drops for three lines and there is no border or shading for the dropped letter.

**For** this paragraph, the first word is dropped. There is also a border and shading for the word.

 This is a graphic used for the beginning of a paragraph. A nonsense capital letter was used as a drop cap, and then replaced with a graphic.