

Unit 2.3.1. Working with Text.

1...: TEXT BASICS.

To insert text:

- Move your mouse to the location where you want to insert text in the document.
- Left-click the mouse. The insertion point appears.
- Type the text you want to insert.

2. To select text

- Place the insertion point next to the text you want to select.
- Left-click your mouse. While holding it down, drag your mouse over the text to select it.
- Release the mouse button. A highlighted box will appear over the selected text.

3. To cut and paste text.

- Select the text you want to cut.
- Click the cut command on the Home tab.
- Place the insertion point where you want paste text.
- Click the paste command on the Home tab. The text will Appear.