

SLO 1.2



Entering and Selecting Text

When creating or editing a document, you can type new text, insert text from another document, or copy text from a web page or another document. It is important to understand how to enter text, use word wrap, select text, show or hide formatting characters, and use *AutoComplete* and *AutoCorrect* options to create professional-looking documents.

Type Text and Use Word Wrap

Word inserts text where the insertion point is flashing in the document. By default, text is aligned at the left margin, and the text wraps to the next line when it reaches the right margin. This feature is called **word wrap**. Press **Enter** to begin a new paragraph or line of text.

Show/Hide Formatting Characters

The **Show/Hide** feature displays or hides formatting characters in your document. By default, *Show/Hide* is turned off and formatting characters do not display in your document. When the *Show/Hide* feature is turned on, you can see paragraph breaks, line breaks, spaces, tabs, and other formatting characters. Use *Show/Hide* to identify problems with document formatting (**Figure 1-8**).

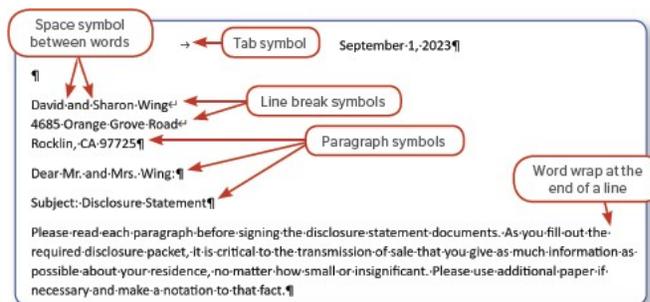


Figure 1-8 Document with *Show/Hide* turned on

Click the **Show/Hide** button in the *Paragraph* group on the *Home* tab to toggle on and off *Show/Hide* (**Figure 1-9**). These characters do not print, but they enable you to see document formatting when you view it on your screen.

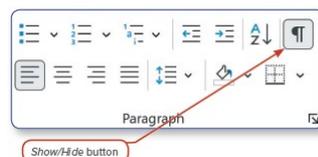


Figure 1-9 *Show/Hide* button

ANOTHER WAY

Ctrl+Shift+8 turns on and off *Show/Hide*.

MORE INFO

When editing a document that has inconsistent formatting, begin by turning on **Show/Hide**.

Select Text



Word enables you to select words, lines, sentences, paragraphs, or the entire document. Select text to apply formatting, copy, move, or delete selected text. One way to select text is to click and drag the pointer over text. Word provides a variety of additional quick methods to select text. [Table 1-2](#) lists ways to select text.

Table 1-2: Selecting Text

Select	Method
Word	Double-click the word.
Line	Click the <i>Selection</i> area, which is the area to the left of the left margin. Your pointer becomes a right-pointing arrow.
Multiple lines of text	Click the <i>Selection</i> area and drag up or down.
Sentence	Press Ctrl+Click . Press the Ctrl key and click the sentence.
Paragraph	Double-click the <i>Selection</i> area to the left of the paragraph or triple-click the paragraph.
Multiple paragraphs	Click the <i>Selection</i> area to the left of the first line of the paragraph and drag down.
Entire document	Press Ctrl+A or Ctrl+Click the <i>Selection</i> area. An alternative is to click the Select button [<i>Home</i> tab, <i>Editing</i> group] and choose Select All .
Non-adjacent text	Select text, press and hold the Ctrl key, and select non-adjacent text.

ANOTHER WAY

F8 is the selection function key.

- Press once: Use the arrow keys to select text.
- Press twice: Select word.
- Press three times: Select sentence.
- Press four times: Select paragraph.
- Press five times: Select entire document.

Press **Esc** to turn off **F8** selection.

AutoComplete

When you type a day, month, or date, Word uses the *AutoComplete* feature to automatically complete typing the date. *AutoComplete* saves you a few keystrokes and enables you to be more efficient and accurate when entering dates. As you begin to type the date, Word displays the information in an *AutoComplete tag* ([Figure 1-10](#)). Press **Enter** to accept the *AutoComplete* entry. If you do not want this *AutoComplete* entry, continue typing and the *AutoComplete* entry disappears.



Figure 1-10 *AutoComplete* tag

AutoCorrect and AutoFormat

When you're typing, do you ever misspell a word by transposing letters or omitting a letter or adding a letter? Because we all regularly type errors, the *AutoCorrect* feature recognizes and corrects commonly misspelled words and grammatical errors. Word automatically inserts the following corrections:

- Eliminates two initial capitals in a word
- Capitalizes the first letter of a sentence
- Capitalizes the first letter of table cells
- Capitalizes the names of days
- Corrects accidental usage of the *Caps Lock* key
- Changes fractions such as 3/4 to ¾ and numbers such as 2nd to 2nd

Word's *AutoFormat* feature controls the formatting of items such as numbered and bulleted lists, fractions,

ordinal numbers, hyphens and dashes, quotes, indents, and hyperlinks. For example, when you type 3/4 followed by a space, *AutoFormat* automatically changes the format of the fraction to ¾.



AutoCorrect Smart Tag

When Word automatically applies a correction or formatting change, you have the option to accept the change, undo the change, stop Word from making the change, or control *AutoCorrect* using the *AutoCorrect Options* dialog box. If you continue typing, the change is accepted. Often when Word automatically corrects a word, you don't even recognize that a change has been made.

If you do not want to accept a change, click the **AutoCorrect Options smart tag** on the changed word to open the *AutoCorrect Options* menu (Figure 1-11). For example, when you type reference initials at the end of a business letter, Word automatically capitalizes the first letter. Undo this automatic capitalization by clicking the *AutoCorrect Options* smart tag and selecting **Undo Automatic Capitalization**.



Figure 1-11 *AutoCorrect Options* smart tag and menu

ANOTHER WAY

Press **Ctrl+Z** to reverse an automatic correction made by Word.

Add Custom AutoCorrect Entry

The *AutoCorrect* dialog box enables you to customize how Word automatically corrects and formats items in a document. In this dialog box, you can also add custom entries to the *AutoCorrect* menu. For example, you can add a custom entry to the *AutoCorrect* menu to correct a misspelled word or type your name every time you type your initials.

HOW TO: Add a Custom AutoCorrect Entry

1. Click the **File** tab to open the *Backstage* view.
2. Choose the **Options** button to open the *Word Options* dialog box.
3. Click the **Proofing** button on the left.
4. Click the **AutoCorrect Options** button. The *AutoCorrect* dialog box opens (Figure 1-12).
5. Type the text you want to replace in the *Replace* box.
6. Type the word(s) to replace the original text in the *With* box.
7. Choose **Add** to add this custom *AutoCorrect* entry.
 - Delete an *AutoCorrect* entry in the *AutoCorrect* dialog box by selecting the entry and clicking **Delete**.
 - Add exceptions to *AutoCorrect* by clicking the **Exceptions...** button.
8. Click **OK** to close the *AutoCorrect* dialog box.
9. Click **OK** to close the *Word Options* dialog box.

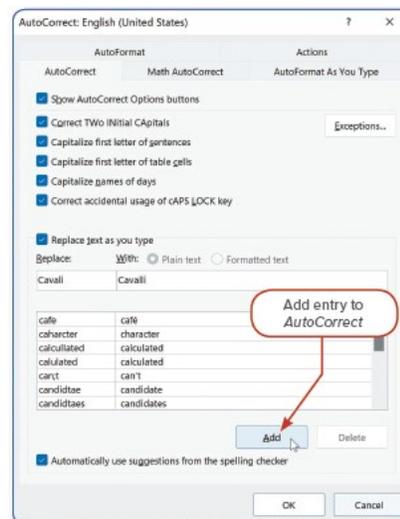


Figure 1-12 *AutoCorrect* dialog box

Text Prediction



Text prediction in Word helps users write more efficiently and accurately by anticipating the word a user is typing. This feature is similar to texting on a phone where suggested words display and can be selected. A user can accept a word or phrase suggested by text prediction by pressing **Tab** or **Right arrow** key when the suggestion displays (Figure 1-13). Press **Esc** or continue typing to ignore a suggestion and the suggestion will disappear. Text prediction displays on the *Status* bar and is on by default. Users can turn off text prediction on the *Status* bar.

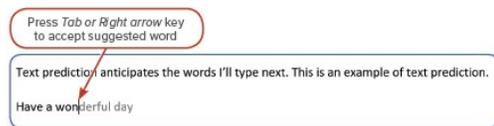


Figure 1-13 *Text prediction* anticipating the next words.

Office 365/2021 Note: The *text prediction* feature may not be available in all versions of Office 365 or Office 2021.