

Moving Text

It is important to be able to move text efficiently within a page, between pages and between documents. In this chapter you will learn how to scroll through a document, insert page breaks, copy, cut and paste text both within and between documents, and use drag and drop.

Cursor Movements

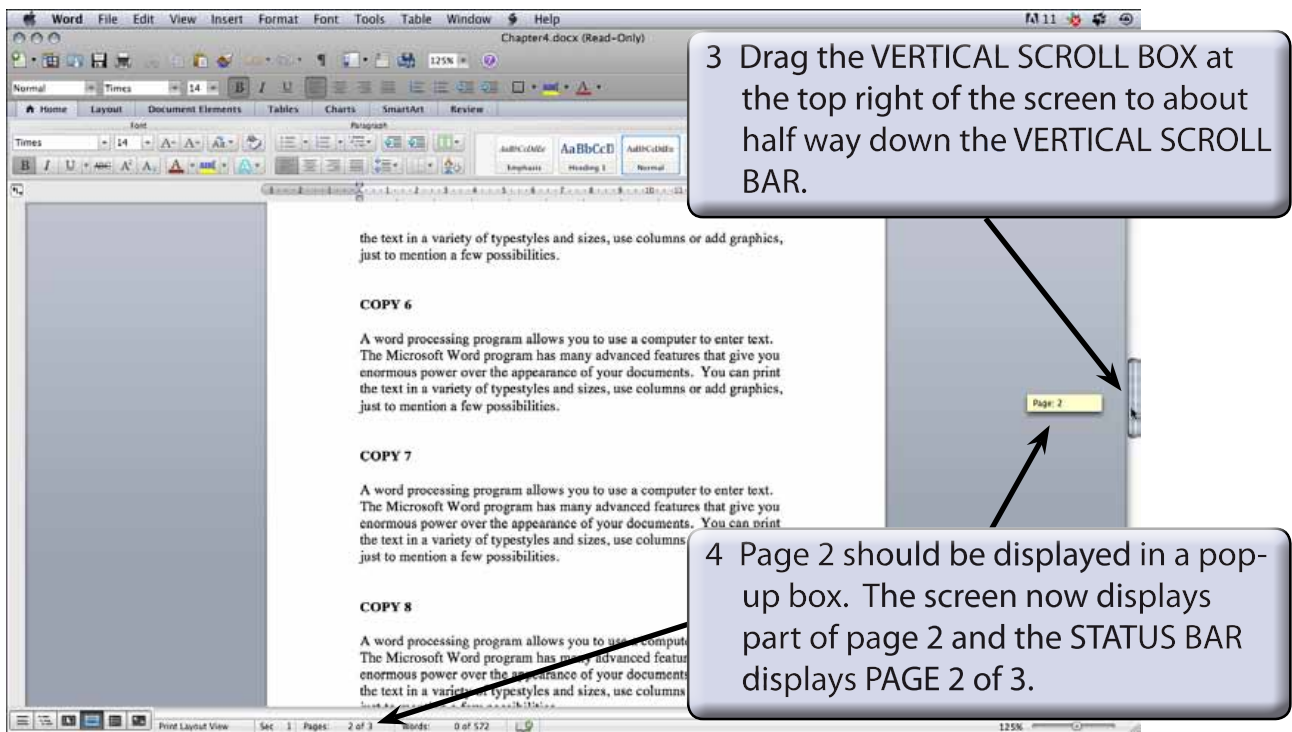
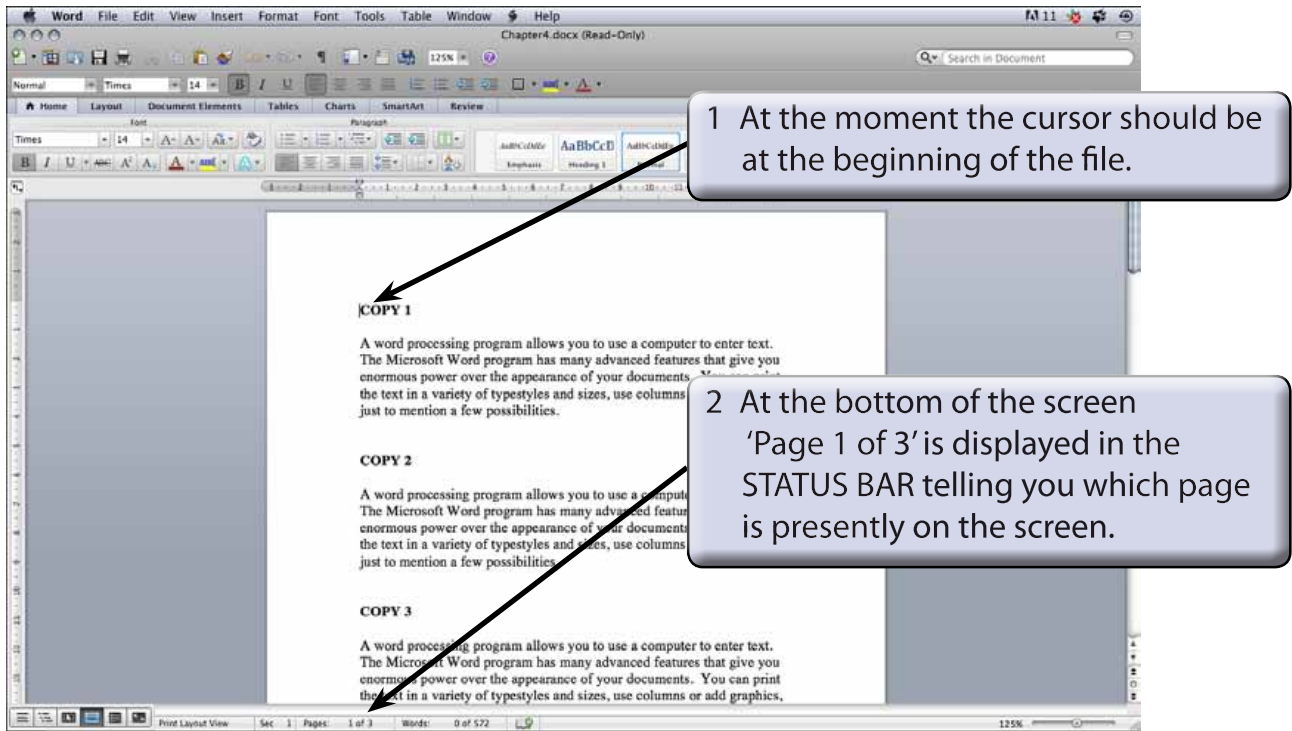
When you are using large documents (2 pages or more), it is very important to be able to move through the file very quickly.

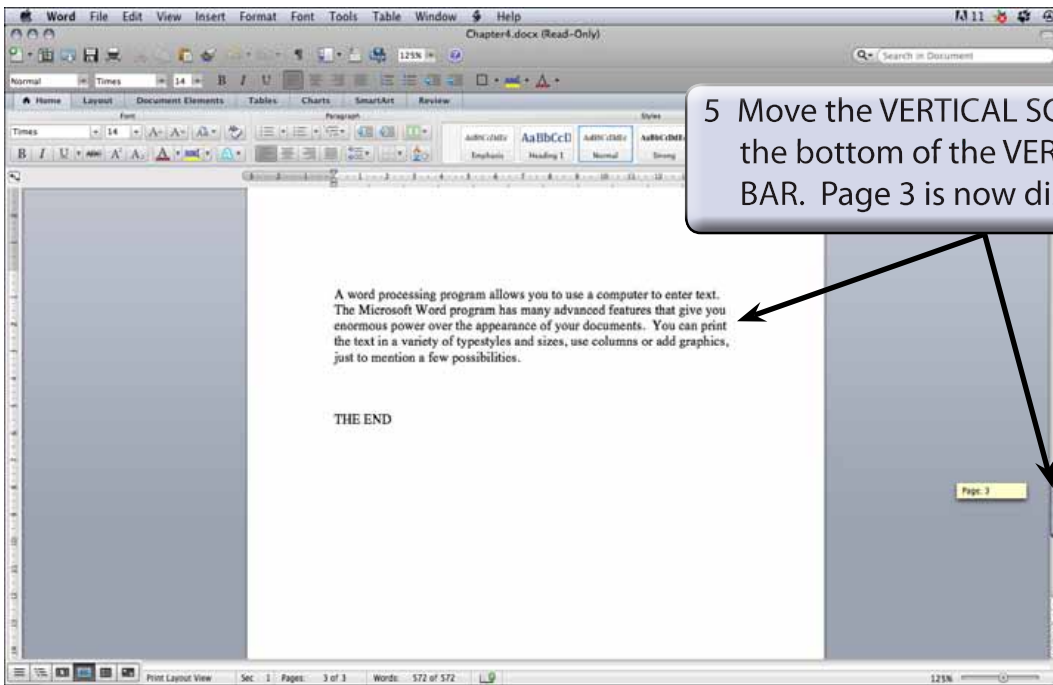
A Loading a Sample Document

A sample document has been prepared for you which needs to be loaded from the WORD 2011 SUPPORT FILES.

- 1 load Microsoft Word and CANCEL the WORD DOCUMENT GALLERY dialogue box, or close any open documents.
- 2 Display the FILE menu and select OPEN.
- 3 Access the WORD 2011 SUPPORT FILES (refer to page 2-1 if you have forgotten how to do this).
- 4 Double click on the CHAPTER 4 folder to open that folder, then double click on the CHAPTER 4 file to load the file.
- 5 Select YES to open the file as a READ ONLY document. It contains 10 copies of the paragraph you have used in previous chapters.

B The Scroll Bars

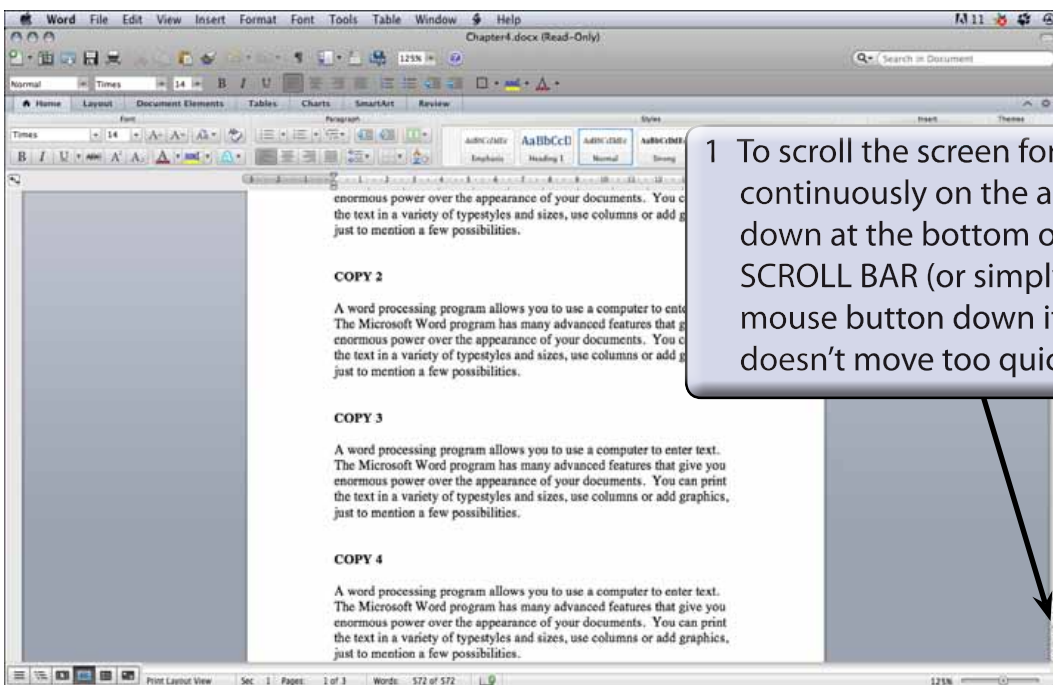


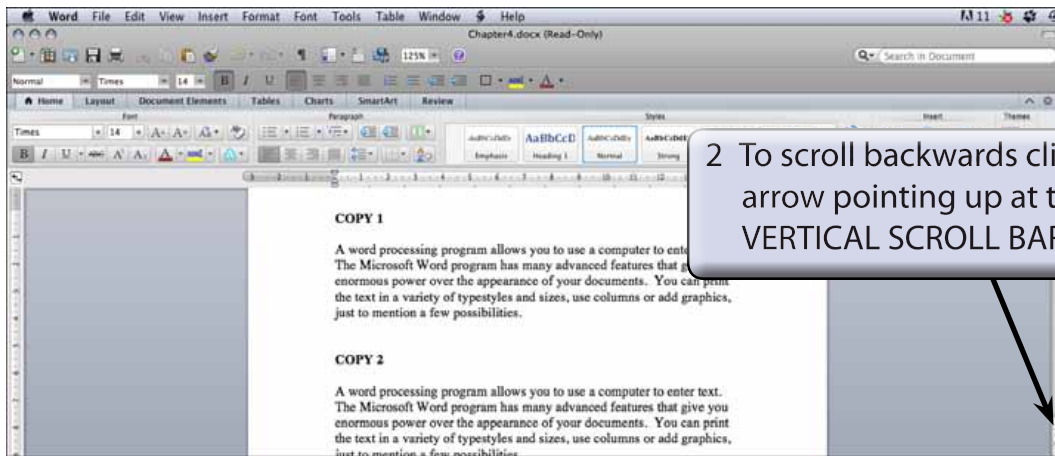


- 6 Return the screen to the beginning of the document by dragging the VERTICAL SCROLL BOX to the top of the VERTICAL SCROLL BAR.

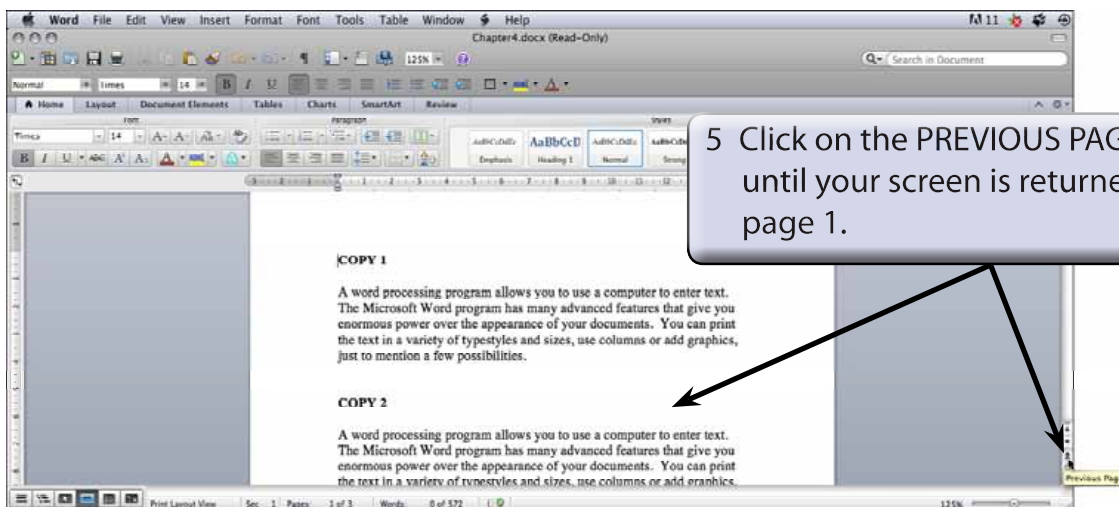
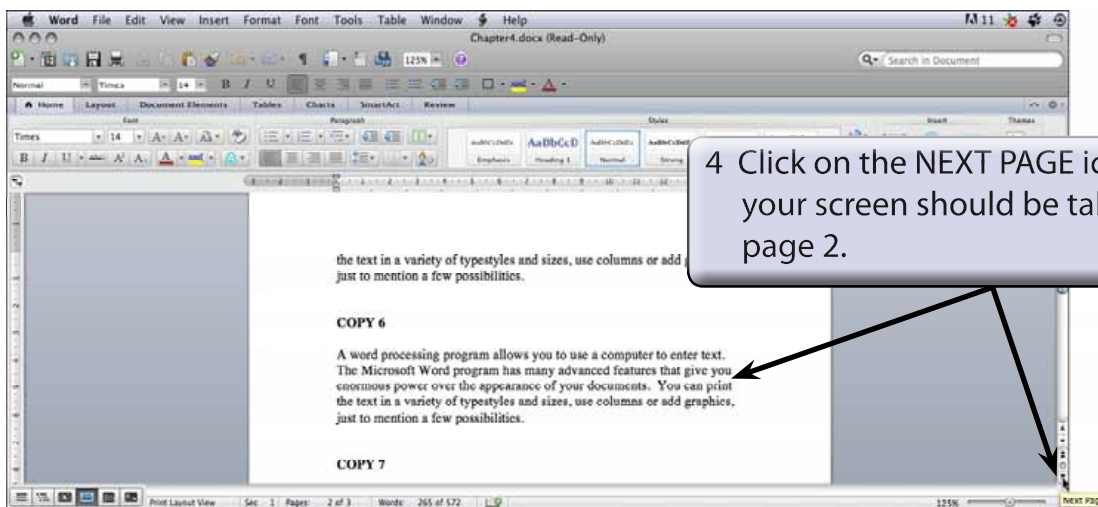
C Scrolling

Scrolling is sometimes useful when proofreading documents to check for mistakes.



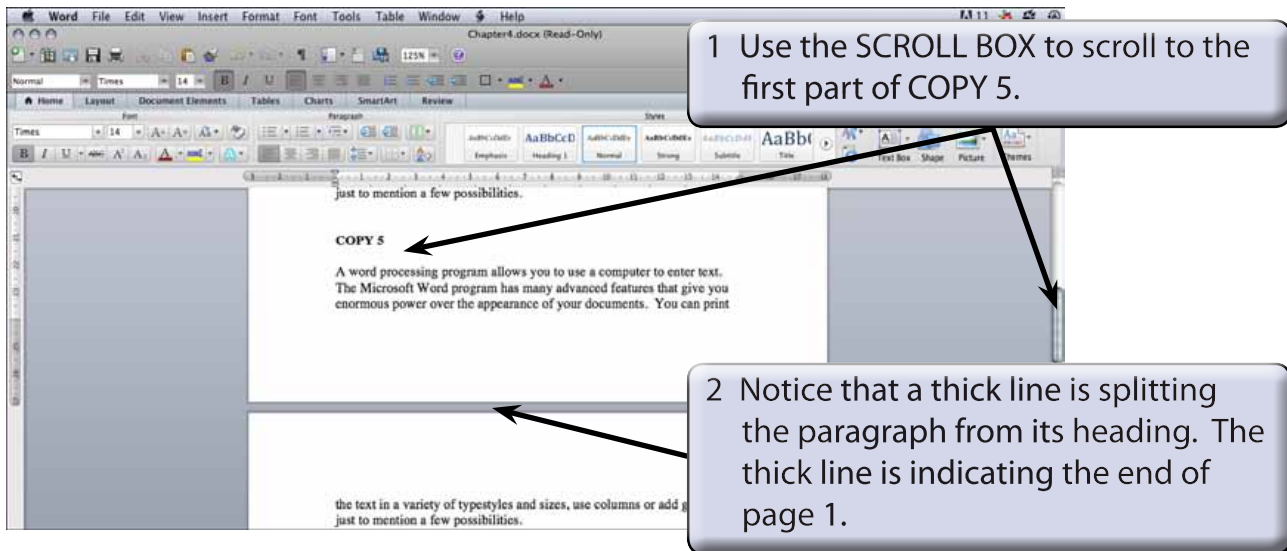


3 To scroll between pages the double arrow boxes at the bottom of the VERTICAL SCROLL BAR can be used.



Inserting Page Breaks

PAGE BREAKS can be used to move text to the top of the next page. They are used to ensure that paragraphs or headings start at the top of a fresh page.



- NOTE:**
- i If you were to print with the present setup, part of COPY 5 would be on page 1 and the remainder on page 2.
 - ii The page break may be in a slightly different position depending on the computer system you are using.

3 It would look far better to have the page break at the beginning of COPY 5.

