

## Editing Text:

The text of a Word document can be manipulated with little effort. Once you know how to add and delete text you can quickly reword your text to create a professional document for any occasion. If you make a mistake while editing your text, you can undo what you have just done using the **Undo Changes** button.

### *Adding Text:*

1. To add text to an existing document, click your mouse in the document where the text should go. This places the cursor in the beginning position of where the text is to be added.
2. Begin typing. The existing text will move to the right to so there will be room for the additional text.
  - a. If the existing text does not move over and it is being deleted as you type, press the Insert key on your keyboard. This will change the Insert mode from Overwrite to Insert.

### *Deleting Text:*

There are two ways to delete text in Microsoft Word. You can either use the Delete key or the Backspace key.

1. To use the Delete key, **position your cursor to the left of the text to be deleted**. Each time you press the Delete key, one character to the right of the cursor will be removed from the document.
2. To use the Backspace key, **position your cursor to the right of the text to be deleted**. Each time you press the Backspace key, one character to the left of the cursor will be removed from the document.
3. Press and hold either key to remove a string of characters. Holding Delete will remove characters to the right of the cursor. Holding Backspace will remove characters to the left of the cursor.

### *Undoing Changes:*

1. To undo something that you have just done in Word, click the **Undo Changes** button in the Quick Access Toolbar. (Figure 1)

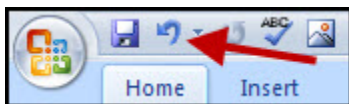


FIGURE 1: UNDO CHANGES BUTTON

2. Click the **Undo Changes** button multiple times to undo several of your recent changes.