

The Basics of Word 2016

Introduction

If you're new to Microsoft Word, you'll need to learn the basics of typing, editing, and organizing text. Basic tasks include the ability to **add**, **delete**, and **move** text in your document, as well as how to **cut**, **copy**, and **paste**.

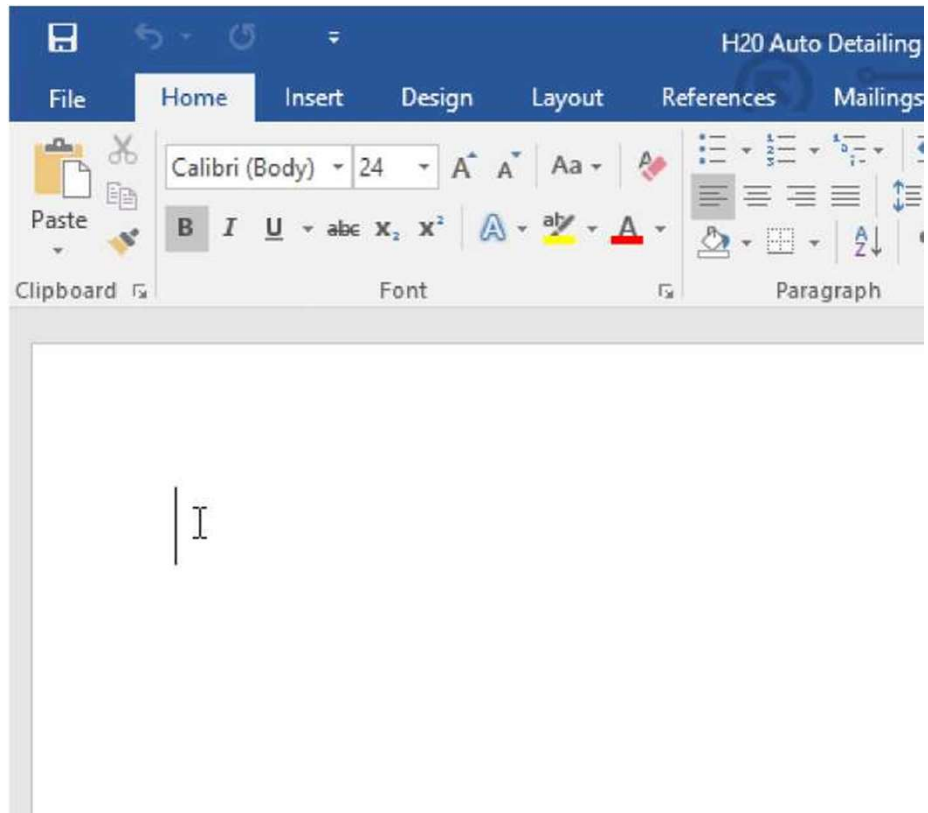
Optional: Download our [practice document](#).

Watch the video below to learn the basics of working with text in Word.

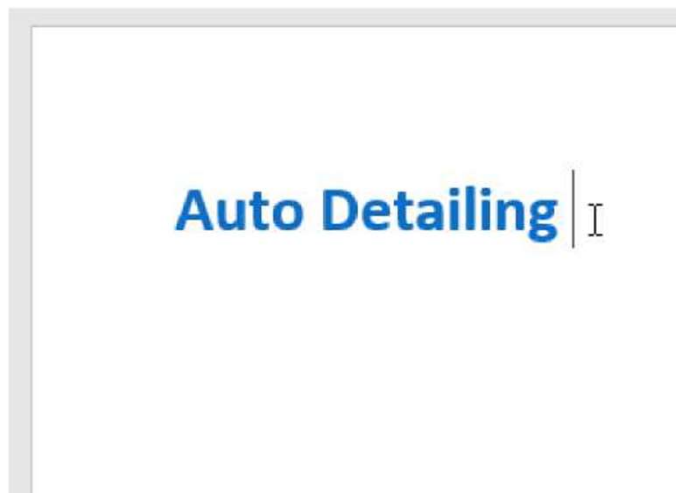
Using the insertion point to add text

The **insertion point** is the blinking vertical line in your document. It indicates where you can enter **text** on the page. You can use the insertion point in a variety of ways.

- **Blank document:** When a new blank document opens, the insertion point will appear in the top-left corner of the page. If you want, you can begin typing from this location.



- **Adding spaces:** Press the **spacebar** to add **spaces** after a word or in between text.



- **New paragraph line:** Press **Enter** on your keyboard to move the insertion point to the next paragraph line.

Auto Detailing Services List | I

- **Manual placement:** Once you begin typing, you can use the mouse to move the insertion point to a specific place in your document. Simply click the **location** in the text where you want to place it.

i

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- **Arrow keys:** You can also use the arrow keys on your keyboard to move the insertion point.

The **left** and **right** arrow keys will move between **adjacent characters** on the same line, while the **up** and **down** arrows will move between **paragraph lines**. You can also

press **Ctrl+Left** or **Ctrl+Right** to

In a new blank document, you can double-click the mouse to move the insertion point elsewhere on the page.

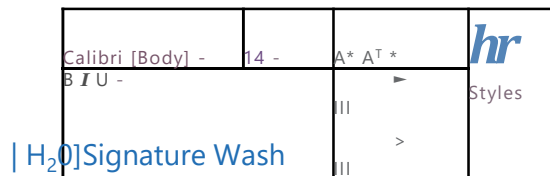
Selecting text

Before you can move or format text, you'll need to **select it**. To do this, click and drag your mouse over the text, then release the mouse. A **highlighted box** will appear over the selected text.

| H₂O Signature Wash Cars \$20 ■ SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs Interior vacuum, dust, and deodorize, plus windows inside & out.

When you select text or images in Word, a **hover toolbar** with command shortcuts will appear. If the toolbar does not appear at first, try hovering the mouse over the selection.



Cars \$20 ■ SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs. Interior vacuum, dust, and deodorize, plus windows inside & out.

To select multiple lines of text:

1. Move the mouse pointer to the left of any line so it becomes a **right slanted arrow**.

| H₂O Signature Wash Cars \$20

■ SUV's \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells
Interior vacuum, dust, and deodorize, plus windows inside &

| Signature Interior

Cars \$40 ■ SUV's \$60 and up ■ March special! \$5 off Shampoo
carpets, floor mats, seats, and door panels. Clean and cup holders.

2 Click the mouse. The line will be
selected.

| H₂O Signature Wash Cars \$20 ■ SUV's \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells

\$

Interior vacuum, dust, and deodorize, plus windows inside &

| Signature Interior

Cars \$40 ■ SUV's \$60 and up ■ March special! \$5 off Shampoo
carpets, floor mats, seats, and door panels. Clean ; and cup holders.

3. To select **multiple lines**, click and
drag the mouse up or down.

| H₂O Signature Wash Cars \$20 • SUV's \$25 and up

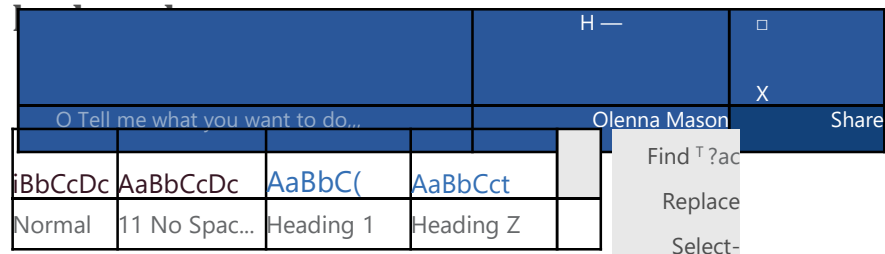
Hand wash and dry vehicle, including tires, rims, wheel wells Interior
vacuum, dust, and deodorize, plus windows inside 8

| Signature Interior

Cars \$40 ■ SUV's \$60 and up ■ March special! \$5 off Shampoo
carpets, floor mats, seats, and door panels. Clean . and cup holders.

4. To **select all** of the text in your
document, choose the **Select**
command on the Home tab, then
click **Select All**.

Alternatively, you can
press Ctrl+A on your



^ Select All

Select Objects Select All Text With Similar

Formatting [No Data] □ 1 ^ Selection Pane...

Other shortcuts include double-clicking to select a word and triple-clicking to select an entire sentence or paragraph.

To delete text:

There are several ways to delete—or remove—text:

- **To delete text to the left of the insertion point, press the Backspace key on your keyboard.**
- **To delete text to the right of the insertion point, press the Delete key on your keyboard.**
- **Select the text you want to remove, then press the Delete key.**

If you select text and start typing, the selected text will automatically be deleted and replaced with the new text.

Copying and moving text

Word allows you to **copy** text that's already in your document and **paste** it in other places, which can save you a lot of time and effort. If you want to move text around in your document, you can **cut and paste** or **drag and drop**.

To copy and paste text:

1.

2. Select the **text** you want to copy.

[| Hjoiiignature Wash Cars \\$20 • SUVs \\$25 and up](#)

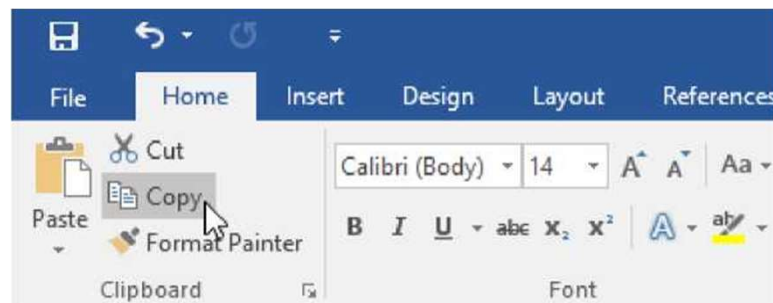
Hand wash and dry vehicle, including tires, rims, wheel wells, and do Interior vacuum, dust, and deodorize, plus windows inside & out,

[| Signature Interior](#)

Cars \$40 ■ SUVs \$60 and up ■ March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and prot and cup holders.

3. Click the **Copy** command on the **Home** tab. Alternatively, you can press **Ctrl+C** on your keyboard.



4. Place the insertion point where you want the text to appear.

| [H₂O Signature Wash](#) Cars \$20 ■ SUVs \$25 and up

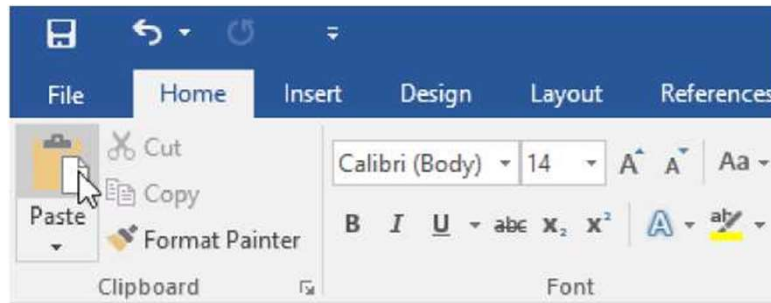
Hand wash and dry vehicle, including tires, rims, wheel wells, and d' Interior vacuum, dust, and deodorize, plus windows inside & out.

| [ljSignature Interior](#)

Cars \$40 ■ SUVs \$60 and up ■ March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and pro and cup holders.

5. Click the **Paste** command on the Home tab. Alternatively, you can press **Ctrl+V** on your keyboard.



6. The text will appear.

| [H₂O Signature Wash](#) Cars \$20 'SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and dt Interior vacuum, dust, and deodorize, plus windows inside & out.

| [H₂o\]\]Signature Interior](#)

Cars \$40 ■ SUVs \$60 and up ■ March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and pro' and cup holders.

To cut and paste text:

- 1.
2. Select the **text** you want to cut.

[| H₂O^ignature Wash Cars \\$20 ■ SUVs \\$25 and up](#)

Hand wash and dry vehicle, including tires, rims, wheel wells, and do Interior vacuum, dust, and deodorize, plus windows inside & out.

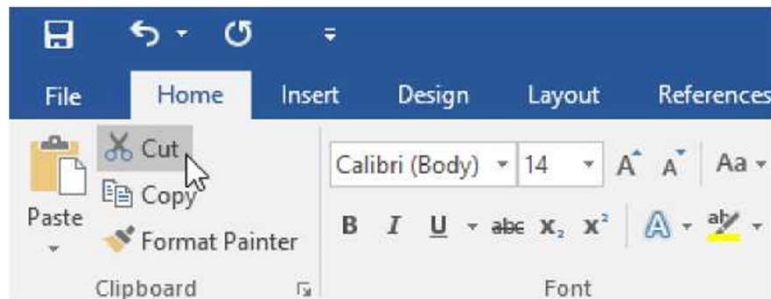
[| Signature Interior](#)

Cars \$40 ■ SUVs \$60 and up ■ March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and prot and cup holders.

3. Click the **Cut** command on the **Home** tab.

Alternatively, you can press **Ctrl+X** on your keyboard.



4. Place your insertion point where you want the text to appear.

[| H₂O Signature Wash Cars \\$20 'SUVs \\$25 and up](#)

Hand wash and dry vehicle, including tires, rims, wheel wells, and dt Interior vacuum, dust, and deodorize, plus windows inside & out.

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[| H₂O Signature Interior](#)

Cars \$40 ■ SUVs \$60 and up ■ March special! \$5 off

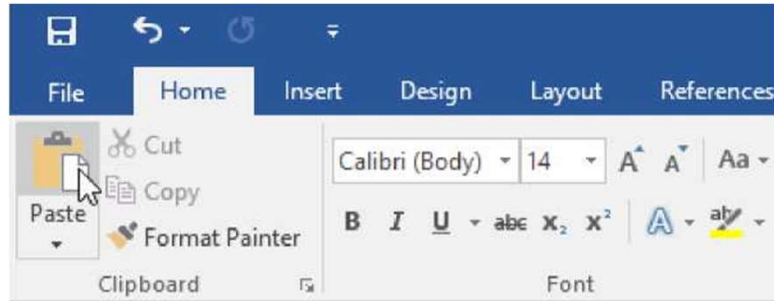
Shampoo carpets, floor mats, seats, and door panels. Clean and proi and cup holders.

[Hj_eather Cleaning & Conditioning](#)

Cars \$20 ■ SUV's \$40 and up ■ March special! \$5 off

Includes seats and door panels.

5. Click the **Paste** command on the **Home** tab. Alternatively, you can press **Ctrl+V** on your keyboard.



6. The text will appear.

[| H₂O Signature Wash Cars \\$20 • SUVs \\$25 and up](#)

Hand wash and dry vehicle, including tires, rims, wheel wells, and do Interior vacuum, dust, and deodorize, plus windows inside & out.

[| H₂O Signature Detail](#)

Cars \$60 ■ SUVs \$75 and up ■ March special! \$10 off

Everything included in the Signature Wash, plus hand wax and buff..

[| H₂O Signature Interior](#)

Cars \$40 ■ SUVs \$60 and up ■ March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and prot and cup holders.

- 1.

You can also cut, copy, and paste by right-clicking your document and choosing the desired action from the drop-down menu. When you use this method to paste, you can choose from three options that determine how the text will be formatted: **Keep Source Formatting**, **Merge Formatting**, and **Keep Text Only**. You can hover the mouse over each icon to see what it will look like before you select it.

To drag and drop text:

- 1.

2. Select the **text** you want to move.

| Paint Correction & Protection Coll for pricing ■ March special! 10% off

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject ft

Schedule your appointment today!

Contact Hank Odum at 321-555-5400 or hank@H2Omobile.com Special rates available for weekly/monthly customers

H₂O Mobile Wash & Valet | Just leave the details to us

3. Click and drag the **text** to the location where you want it to appear. A small rectangle will appear below the arrow to indicate that you are moving text.

| Paint Correction & Protection

Coll for pricing ■ March special! 10% off

*Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject *

Schedule your appointment today!

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Special rates available for weekly/monthly customers

H₂O Mobile Wash & Valet | Just leave the details to us

I K

4. Release the mouse, and the text will appear.

| [Paint Correction & Protection](#) Call for pricing ■ *March special! 10% off*

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[H₂O Mobile Wash & Valet](#) | Just leave the details to us

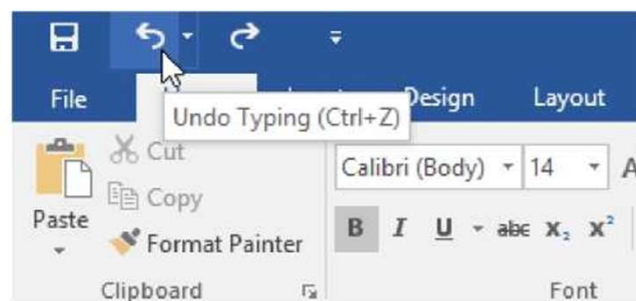
Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to

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Undo and Redo

Let's say you're working on a document and accidentally delete some text. Fortunately, you won't have to retype everything you just deleted! Word allows you to **undo** your most recent action when you make a mistake like this.

To do this, locate and select the **Undo** command on the Quick Access Toolbar. Alternatively, you can press **Ctrl+Z** on your keyboard. You can continue using this command to undo multiple changes in a row.



By contrast, the **Redo** command allows you to reverse the last undo. You can also access this command by pressing **Ctrl+Y** on your keyboard.



Symbols

If you need to insert an unusual character that's not on your keyboard, such as a copyright (©) or trademark (™) symbol, you can usually find them with the **Symbol** command.

To insert a symbol:

1. Place the insertion point where you want the symbol to appear.

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[H₂O Mobile Wash & Valet](#) | Just leave the details to us!

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to

2. Click the **Insert** tab.

B -

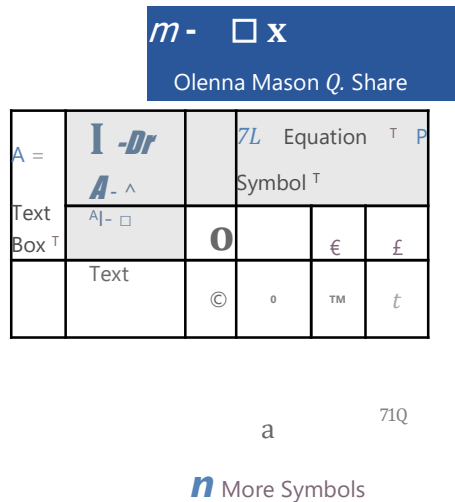
File Home

Design Layout

Illustrations

3. Locate and select the **Symbol** command, then choose

the desired symbol from the dropdown menu. If you don't see the one you want, select **More Symbols**.



4. The symbol will appear in the document.

Schedule your appointment today!

Contact Hank Odum at 321-555-5400 or hank@H20mobile.com Special rates available for weekly/monthly customers

H₂O Mobile Wash & Valet | Just leave the details to us™|

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subj

Challenge!

1. Open our [practice document](#).
2. Scroll to **page 2**.
3. Place the insertion point at the top of the document and type **Now Introducing...**
4. Use your arrow keys to move the insertion point to the **Signature Detail Plan's** price and change it to **\$99.99/mo**.

5. At the bottom of the document, use **drag and drop** to move **Just leave the details to us** to the end of the last line.
6. At the end of the line you just moved, insert the **trademark symbol**. If you cannot find the trademark symbol, insert a different symbol of your choice.
7. When you're finished, your document should look something like this:

Now Introducing...

H₂O Mobile's

UNLIMITED WASH (

H₂O Signature Detail Plan

Includes:

Fragrance Hand wax Wax and buff

Hand wash and dry vehicle, including tires, rims, wheel wells, and dot

Interior vacuum

Dust

Deodorize

Windows Inside & Out

H₂O Signature Wash Plan

\$>

Hand wash and dry vehicle, including tires, rims, wheel wells, and dot

Interior vacuum

Dust

Deodorize

Windows Inside & Out

For more details, contact Hank Odum at 321-555-5400 or hank@H2C

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to

H₂O Mobile Wash & Valet | Just leave the details to us™

Continue

keyboard_arrow_up

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**Auto Detailing
Services List** | I

- **Manual placement:** Once you begin typing, you can use the mouse to move the insertion point to a specific place in your document. Simply click the **location** in the text where you want to place it.

Auto Detailing Services List

- **Arrow keys:** You can also use the arrow keys on your keyboard to move the insertion point.

The **left** and **right** arrow keys will move between **adjacent characters** on the same line, while the **up** and **down** arrows will move between **paragraph lines**.

You can also press **Ctrl+Left** or **Ctrl+Right** to quickly move between entire words.

In a new blank document, you can double-click the mouse to move the insertion point elsewhere on the page.

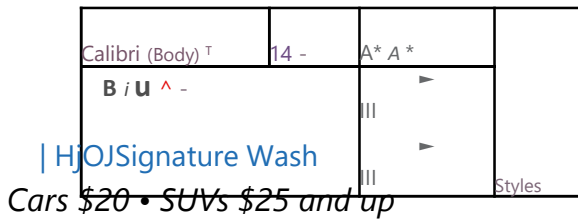
Selecting text

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| h^olsi gnat tire Wash Cars \$20 ■ SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs Interior vacuum, dust, and deodorize, plus windows inside & out,

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| H₂O Signature Wash Cars \$20 ■ SUVs \$25 and up

A Hand wash and dry vehicle, including tires, rims, wheel wells Interior vacuum, dust, and deodorize, plus windows inside &

| Signature Interior

Cars \$40 ■ SUVs \$60 and up ■ March special! \$5 off Shampoo carpets, floor mats, seats, and door panels. Clean *i* and cup holders.

2. Click the mouse. The line will be selected.

| H₂O Signature Wash Cars \$20 ■ SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells Interior vacuum, dust, and deodorize, plus windows inside &

| Signature Interior

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3. To select **multiple lines**, click and drag the mouse up or down.

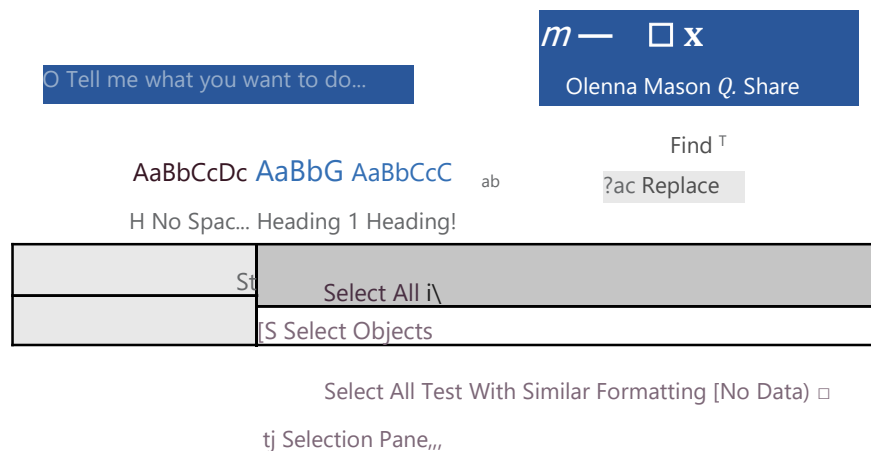
| H₂O Signature Wash Cars \$20 •SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells Interior vacuum, dust, and deodorize, plus windows inside 8

| Signature Interior

Cars \$40 ■ SUVs \$60 and up ■ March special! \$5 off Shampoo carpets, floor mats, seats, and door panels. Clean . and cup holders.

4. To **select all** of the text in your document, choose the **Select** command on the Home tab, then click **Select All**. Alternatively, you can press **Ctrl+A** on your keyboard.



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To copy and paste text:

- 1.
2. **Select the text you want to copy.**

[| H₂O Signature Wash Cars \\$20 ■ SUVs \\$25 and up](#)

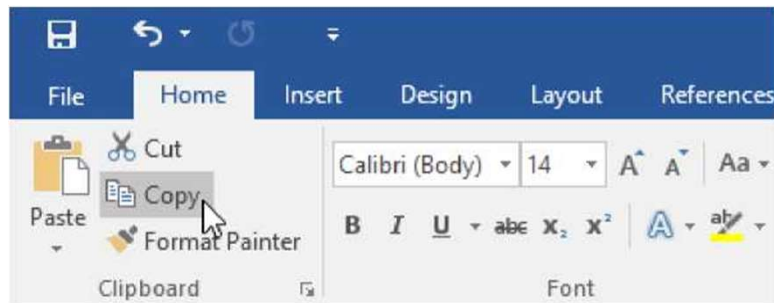
Hand wash and dry vehicle, including tires, rims, wheel wells, and do Interior vacuum, dust, and deodorize, plus windows inside & out.

[| Signature Interior](#)

Cars \$40 ■ SUVs \$60 and up ■ March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and prot and cup holders.

3. Click the **Copy** command on the **Home** tab. Alternatively, you can press **Ctrl+C** on your keyboard.



4. Place the insertion point where you want the text to appear.

[| H₂O Signature Wash Cars \\$20 ■ SUVs \\$25 and up](#)

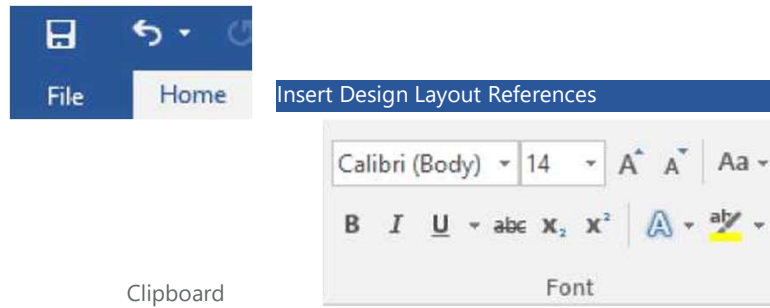
Hand wash and dry vehicle, including tires, rims, wheel wells, and d' Interior vacuum, dust, and deodorize, plus windows inside & out.

[| ^Signature Interior](#)

Cars \$40 ■ SUVs \$60 and up ■ March special! £5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and pro and cup holders.

5. Click the **Paste** command on the Home tab. Alternatively, you can press **Ctrl+V** on your keyboard.



6. The text will appear:

[| H₂O Signature Wash](#) *Cars \$20 ■ SUVs \$25 and up*

Hand wash and dry vehicle, including tires, rims, wheel wells, and dt Interior vacuum, dust, and deodorize, plus windows inside & out.

[| HiOijSignature Interior](#)

Cars \$40 ■ SUVs \$60 and up ■ March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and pro' and cup holders.

To cut and paste text:

- i.
2. Select the **text** you want to cut.

[| H_jOiiignature Wash](#) *Cars \$20 • SUVs \$25 and up*

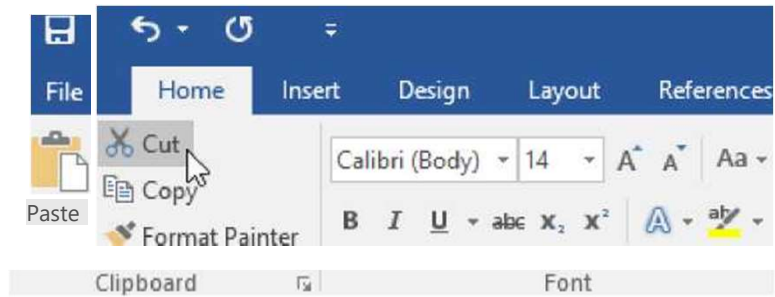
Hand wash and dry vehicle, including tires, rims, wheel wells, and do Interior vacuum, dust, and deodorize, plus windows inside & out,

[| Signature Interior](#)

Cars \$40 ■ SUVs \$60 and up ■ March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and prot and cup holders.

3. Click the **Cut** command on the **Home** tab.
Alternatively, you can press **Ctrl+X** on your keyboard.



4. Place your insertion point where you want the text to appear.

[| H₂O Signature Wash Cars \\$20 SUUs \\$25 and up](#)

Hard wash and dry vehicle, including tires, rims, wheel wells, and dt Interior vacuum, dust, and deodorize, plus windows inside & out.

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[| H₂O Signature Interior](#)

Cars \$40 ■ SUVs \$60 and up ■ March special! \$5 off

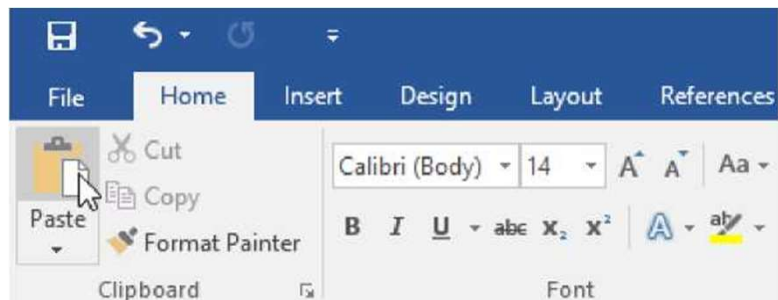
Shampoo carpets, floor mats, seats, and door panels. Clean and proi and cup holders.

[Hj_eather Cleaning & Conditioning](#)

Cars \$20 ■ SUVs \$40 and up ■ March special! \$5 off

Includes seats and door panels.

5. Click the **Paste** command on the **Home** tab. Alternatively, you can press **Ctrl+V** on your keyboard.



6. The text will appear.

| [HjO Signature Wash](#) Cars \$20 • SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and do Interior vacuum, dust, and deodorize, plus windows inside & out,

| [H₂O Signature Detail](#)

Cars \$60 ■ SUVs \$75 and up ■ *March special!* \$10 off

Everything included in the Signature Wash, plus hand wax and buff..

| [H₂O Signature Interior](#)

Cars \$40 ■ SUVs \$60 and up ■ *March special!* \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and prot and cup holders.

1.

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To drag and drop text:

1.

2. Select the **text** you want to move.

| Paint Correction & Protection

Call for pricing ■ March special! 10% off

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to

Schedule your appointment today!

Contact Hank Odum at 321-555-5400 or hank@H20mobile.com Special rates available for weekly/monthly customers

H₂O **Mobile Wash & Valet** | Just leave the details to us

3. Click and drag the **text** to the location where you want it to appear. A small rectangle will appear below the arrow to indicate that you are moving text.

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I K

4. Release the mouse, and the text will appear.

| Paint Correction & Protection

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H₂O Mobile Wash & Valet | Just leave the details to us

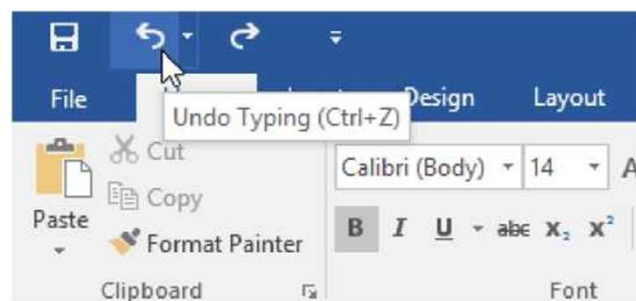
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To do this, locate and select the **Undo** command on the Quick Access Toolbar. Alternatively, you can press **Ctrl+Z** on your keyboard. You can continue using this command to undo multiple changes in a row.



By contrast, the **Redo** command allows you to reverse the last undo. You can also access this command by pressing **Ctrl+Y** on your keyboard.



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2. Click the **Insert** tab.

B -

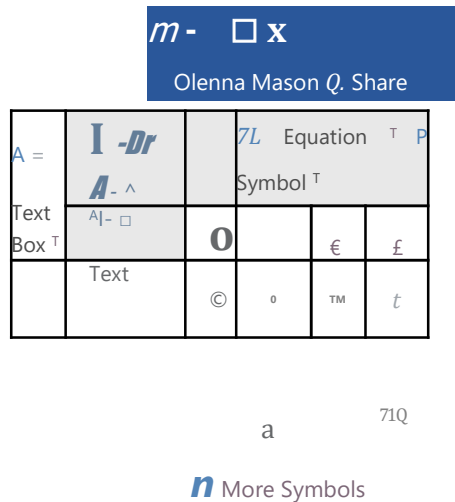
File Home

Design Layout

Illustrations

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4. The symbol will appear in the document.

Schedule your appointment today!

Contact Hank Odum at 321-555-5400 or hank@H20mobile.com Special rates available for weekly/monthly customers

H₂O Mobile Wash & Valet | Just leave the details to us™|

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subj

Challenge!

1. Open our [practice document](#).
2. Scroll to **page 2**.
3. Place the insertion point at the top of the document and type **Now Introducing...**
4. Use your arrow keys to move the insertion point to the **Signature Detail Plan's** price and change it to **\$99.99/mo**.

5. At the bottom of the document, use **drag and drop** to move **Just leave the details to us** to the end of the last line.
6. At the end of the line you just moved, insert the **trademark symbol**. If you cannot find the trademark symbol, insert a different symbol of your choice.
7. When you're finished, your document should look something like this:

Now Introducing...

H₂O Mobile's

UNLIMITED WASH (

H₂O Signature Detail Plan

Includes:

Fragrance Hand wax Wax and buff

Hand wash and dry vehicle, including tires, rims, wheel wells, and dot

Interior vacuum

Dust

Deodorize

Windows Inside & Out

H₂O Signature Wash Plan

\$>

Hand wash and dry vehicle, including tires, rims, wheel wells, and dot

Interior vacuum

Dust

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Windows Inside & Out

For more details, contact Hank Odum at 321-555-5400 or hank@H2C

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to

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**Auto Detailing
Services List** | I

- **Manual placement:** Once you begin typing, you can use the mouse to move the insertion point to a specific place in your document. Simply click the **location** in the text where you want to place it.

Auto Detailing Services List

- **Arrow keys:** You can also use the arrow keys on your keyboard to move the insertion point.

The **left** and **right** arrow keys will move between **adjacent characters** on the same line, while the **up** and **down** arrows will move between **paragraph lines**.

You can also press **Ctrl+Left** or **Ctrl+Right** to quickly move between entire words.

In a new blank document, you can double-click the mouse to move the insertion point elsewhere on the page.

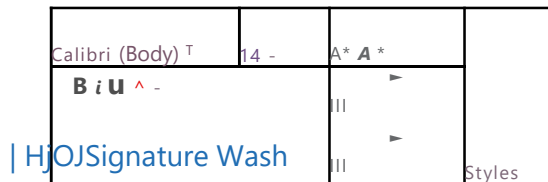
Selecting text

Before you can move or format text, you'll need to **select it**. To do this, click and drag your mouse over the text, then release the mouse. A **highlighted box** will appear over the selected text.

| h^olsi gnat tire Wash Cars \$20 ■ SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs Interior vacuum, dust, and deodorize, plus windows inside & out,

When you select text or images in Word, a **hover toolbar** with command shortcuts will appear. If the toolbar does not appear at first, try hovering the mouse over the selection.



Cars \$20 • SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs. Interior vacuum, dust, and deodorize, plus windows inside & out,

To select multiple lines of text:

1. Move the mouse pointer to the left of any line so it becomes a **right slanted arrow**.

| H₂O Signature Wash Cars \$20 ■ SUVs \$25 and up

A Hand wash and dry vehicle, including tires, rims, wheel wells Interior vacuum, dust, and deodorize, plus windows inside &

| Signature Interior

Cars \$40 ■ SUVs \$60 and up ■ March special! \$5 off Shampoo carpets, floor mats, seats, and door panels. Clean *i* and cup holders.

2. Click the mouse. The line will be selected.

| H₂O Signature Wash Cars \$20 ■ SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells Interior vacuum, dust, and deodorize, plus windows inside &

| Signature Interior

Cars \$40 ■ SUVs \$60 and up ■ March special! \$5 off Shampoo carpets, floor mats, seats, and door panels. Clean ; and cup holders.

3. To select **multiple lines**, click and drag the mouse up or down.

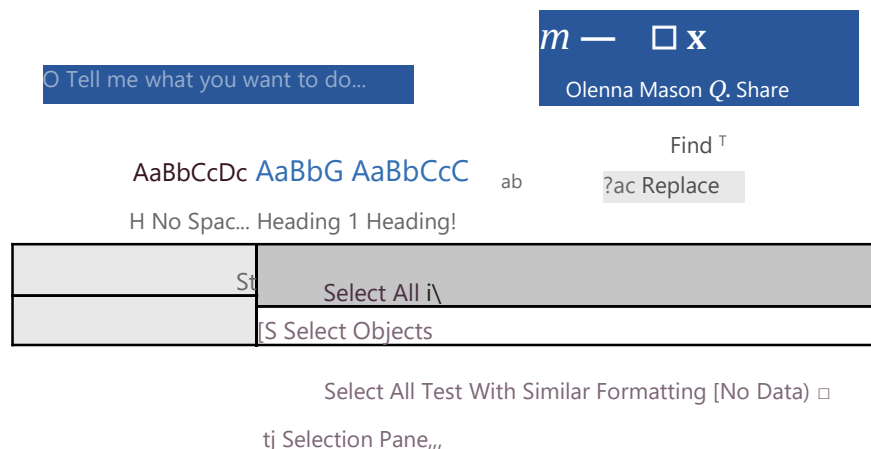
| H₂O Signature Wash Cars \$20 • SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells Interior vacuum, dust, and deodorize, plus windows inside 8

| Signature Interior

Cars \$40 ■ SUVs \$60 and up ■ March special! \$5 off Shampoo carpets, floor mats, seats, and door panels. Clean . and cup holders.

4. To **select all** of the text in your document, choose the **Select** command on the Home tab, then click **Select All**. Alternatively, you can press **Ctrl+A** on your keyboard.



Other shortcuts include double-clicking to select a word and triple-clicking to select an entire sentence or paragraph.

To delete text:

There are several ways to delete—or remove—text:

- **To delete text to the left of the insertion point, press the Backspace key on your keyboard.**
- **To delete text to the right of the insertion point, press the Delete key on your keyboard.**
- **Select the text you want to remove, then press the Delete key.**

If you select text and start typing, the selected text will automatically be deleted and replaced with the new text.

Copying and moving text

Word allows you to copy text that's already in your document and paste it in other places, which can save you a lot of time and effort. If you want to move text around in your document, you can cut and paste or drag and drop.

To copy and paste text:

- 1.
2. **Select the text you want to copy.**

[| H₂O Signature Wash Cars \\$20 ■ SUVs \\$25 and up](#)

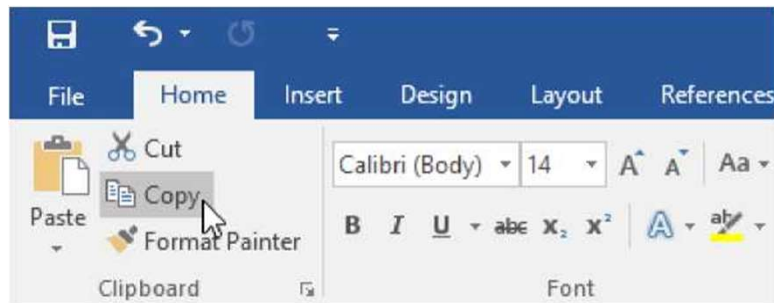
Hand wash and dry vehicle, including tires, rims, wheel wells, and do Interior vacuum, dust, and deodorize, plus windows inside & out.

[| Signature Interior](#)

Cars \$40 ■ SUVs \$60 and up ■ March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and prot and cup holders.

3. Click the **Copy** command on the **Home** tab. Alternatively, you can press **Ctrl+C** on your keyboard.



4. Place the insertion point where you want the text to appear.

[| H₂O Signature Wash Cars \\$20 ■ SUVs \\$25 and up](#)

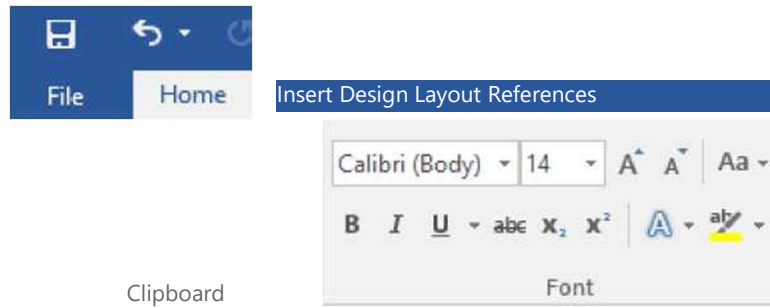
Hand wash and dry vehicle, including tires, rims, wheel wells, and d' Interior vacuum, dust, and deodorize, plus windows inside & out.

[| ^Signature Interior](#)

Cars \$40 ■ SUVs \$60 and up ■ March special! £5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and pro and cup holders.

5. Click the **Paste** command on the Home tab. Alternatively, you can press **Ctrl+V** on your keyboard.



6. The text will appear:

| [H₂O Signature Wash Cars \\$20 ■ SUVs \\$25 and up](#)

Hand wash and dry vehicle, including tires, rims, wheel wells, and dt Interior vacuum, dust, and deodorize, plus windows inside & out.

| [HiOijSignature Interior](#)

Cars \$40 ■ SUVs \$60 and up ■ March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and pro' and cup holders.

To cut and paste text:

i.

2. Select the **text** you want to cut.

| [HjOiiignature Wash Cars \\$20 •SUVs \\$25 and up](#)

Hand wash and dry vehicle, including tires, rims, wheel wells, and do Interior vacuum, dust, and deodorize, plus windows inside & out,

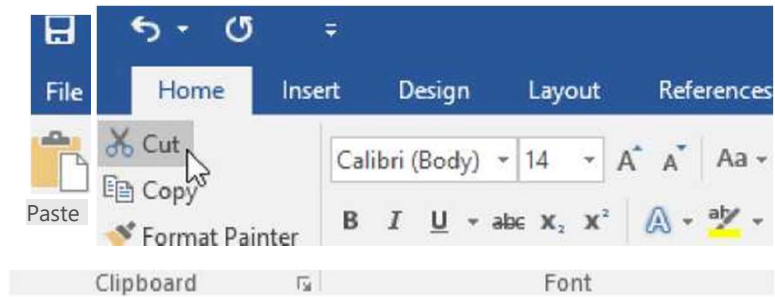
| [Signature Interior](#)

Cars \$40 ■ SUVs \$60 and up ■ March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and prot and cup holders.

3. Click the **Cut** command on the **Home** tab.

Alternatively, you can press **Ctrl+X** on your keyboard.



4. Place your insertion point where you want the text to appear.

[| H₂O Signature Wash Cars \\$20 SUUs \\$25 and up](#)

Hard wash and dry vehicle, including tires, rims, wheel wells, and dt Interior vacuum, dust, and deodorize, plus windows inside & out.

L¹

[| H₂O Signature Interior](#)

Cars \$40 ■ SUVs \$60 and up ■ March special! \$5 off

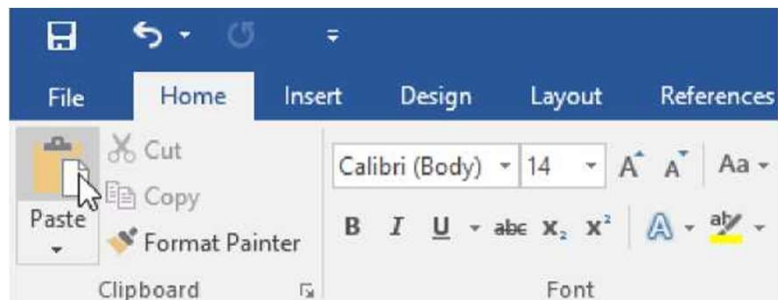
Shampoo carpets, floor mats, seats, and door panels. Clean and proi and cup holders.

[Hj_eather Cleaning & Conditioning](#)

Cars \$20 ■ SUVs \$40 and up ■ March special! \$5 off

Includes seats and door panels.

5. Click the **Paste** command on the **Home** tab. Alternatively, you can press **Ctrl+V** on your keyboard.



6. The text will appear.

| [HjO Signature Wash](#) Cars \$20 • SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and do Interior vacuum, dust, and deodorize, plus windows inside & out,

| [H₂O Signature Detail](#)

Cars \$60 ■ SUVs \$75 and up ■ *March special!* \$10 off

Everything included in the Signature Wash, plus hand wax and buff..

| [H₂O Signature Interior](#)

Cars \$40 ■ SUVs \$60 and up ■ *March special!* \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and prot and cup holders.

1.

You can also cut, copy, and paste by right-clicking your document and choosing the desired action from the drop-down menu.

When you use this method to paste, you can choose from three options that determine how the text will be formatted: **Keep Source Formatting**, **Merge Formatting**, and **Keep Text Only**.

You can hover the mouse over each icon to see what it will look like before you select it.

To drag and drop text:

1.

2. Select the **text** you want to move.

| Paint Correction & Protection

Call for pricing ■ March special! 10% off

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to

Schedule your appointment today!

Contact Hank Odum at 321-555-5400 or hank@H20mobile.com Special rates available for weekly/monthly customers

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3. Click and drag the **text** to the location where you want it to appear. A small rectangle will appear below the arrow to indicate that you are moving text.

| Paint Correction & Protection

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Special rates available for weekly/monthly customers

H₂O **Mobile Wash & Valet** | Just leave the details to us

I K

4. Release the mouse, and the text will appear.

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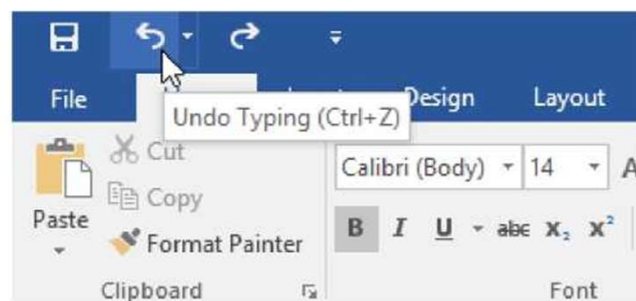
Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to

If text **does not appear** in the exact location you want, you can press the **Enter** key on your keyboard to move the text to a new line.

Undo and Redo

Let's say you're working on a document and accidentally delete some text. Fortunately, you won't have to retype everything you just deleted! Word allows you to **undo** your most recent action when you make a mistake like this.

To do this, locate and select the **Undo** command on the Quick Access Toolbar. Alternatively, you can press **Ctrl+Z** on your keyboard. You can continue using this command to undo multiple changes in a row.



By contrast, the **Redo** command allows you to reverse the last undo. You can also access this command by pressing **Ctrl+Y** on your keyboard.



Symbols

If you need to insert an unusual character that's not on your keyboard, such as a copyright (©) or trademark (™) symbol, you can usually find them with the **Symbol** command.

To insert a symbol:

1. Place the insertion point where you want the symbol to appear.

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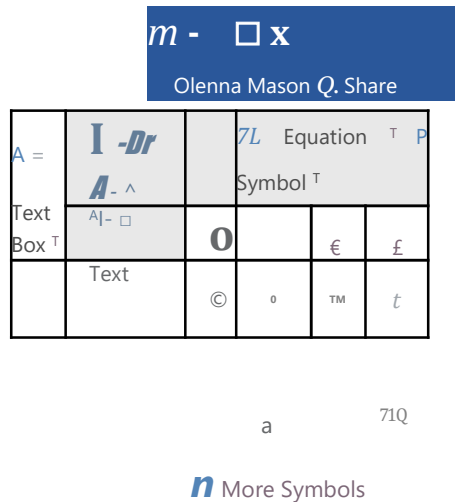
2. Click the **Insert** tab.



Illustrations

3. Locate and select the **Symbol** command, then choose

the desired symbol from the dropdown menu. If you don't see the one you want, select **More Symbols**.



4. The symbol will appear in the document.

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Interior vacuum

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H₂O Signature Wash Plan

\$>

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