

Editing Text

Inserting Text

After you have typed a paragraph, or sentence, you may wish to add a word, or phrase.

Simply click where you would like to add text and begin to type.

1. Choose a poem from the following selections by author Shel Silverstein, after making your choice begin to type.

TWO BOXES

Two boxes met upon a road
Said one unto the other,
“If you’re a box,
And I’m a box,
Then you must be my brother.
Our sides are thin,
We’re cavin’ in,
And we must get no thinner.”
And so two boxes, hand in hand,
Went home to have their dinner.

HOW MANY, HOW MUCH,

How many slams in an old screen
door?
Depends how loud you shut it.
How many slices in a bread?
Depends how thin you cut it.
How much good inside a day?
Depends how good you live 'em.
How much love inside a friend?
Depends how much you give 'em.

PUT SOMETHING IN

Draw a crazy picture,
Write a nutty poem,
Sing a mumble-grumble song,
Whistle through your comb.
Do a loony-goony dance
'Cross the kitchen floor,
Put something silly in the world
That ain't been there before.

2. After the last line of the poem type: by Silverstein
3. Click after the “y” in the word by.
4. Press the **Space Bar** and type Shel.
5. The author’s name has been inserted between the word by and the last name (by Shel Silverstein).

Deleting Text

You may wish to delete text within a document you have created. Simply select the text you wish to discard and press the delete key on the keyboard. The backspace key deletes one character to the left and the delete key deletes one character to the right.

1. Type: =**rand(8)** to insert eight paragraphs of generic text.

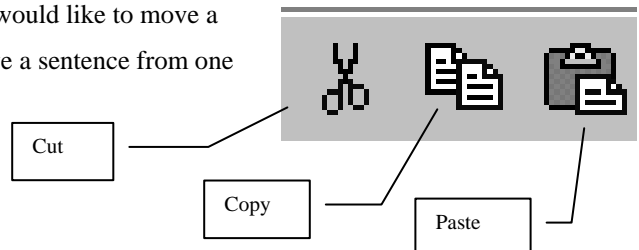
The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

2. Select the words *fox* and *jumps* (fox jumps).
3. Press the **Delete** key—the words *fox jumps* are deleted.

Moving Text

When preparing a draft of a document, you may realize that you would like to move a paragraph from the beginning to the end of the document, or move a sentence from one paragraph to another.

1. Type the following three sentences (The library is my favorite place. I love to read. Books rock!).



(Note: this exercise is continued from the previous page)

2. Select the sentence *The library is my favorite place.*
3. Click the **Cut** button on the **Standard toolbar**-- the sentence disappears.
4. Click at the end of the first sentence (I love to read.) so that the cursor flashes after the period.
5. Click the **Paste** button on the **Standard toolbar**-- the sentence reappears.

Copying Text

You may wish to copy text from one paragraph to another, or copy a paragraph from one document to another document.

1. Select all three sentences (I love to read. The library is my favorite place. Books rock!).
2. Click the **Copy** button on the **Standard toolbar**.
3. Click at the end of the sentence and press the **Enter** key twice.
4. Click the **Paste** button on the **Standard toolbar**—a copy of the sentences is inserted in the space below.