

Undo and Redo

Often times while you are working on a document, you may delete text mistakenly, type something erroneously, or move text accidentally. If you make such mistakes, they are very easy to correct it.

Undo

The Undo command allows you to reverse the last action performed. If you made more than one mistake, you can keep clicking the Undo button to undo multiple actions. The down pointing arrow next to the Undo button lists all actions that you have performed.

Redo

The Redo command reverses the last action of the Undo command. So if you accidentally Undo an action click the Redo button. To see a list of actions that have been undone, click the down pointing arrow to the right of the Redo button.

Steps

1. Select the entire document (you can use the shortcut by pressing **Ctrl** and the **A** keys).
2. Press the **Delete** key.
3. All of the text has been deleted.
4. Now click the **Undo** button.
5. The text reappears (the last action has been reversed).
6. Now click the **Redo** button.
7. The text disappears (the last action of the undo command has been reversed and the text is once again deleted).

