

BOOK INFO

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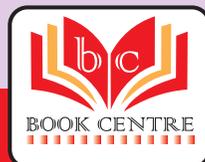
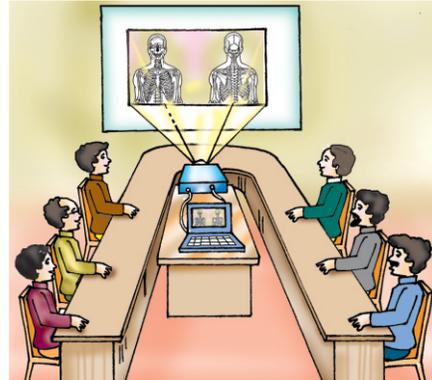
Starting With COMPUTERS

BOOK 5

A Good Foundation for Matric and O'Level Curriculums

Ms Sadia Anwar and Ms Mussarat-ul-Ain

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Chapter 6

Editing Text

Editing means making changes in a document. For this, we have to first select the text we want to change.

SELECTING TEXT

We can use the mouse to select text in a document. To select a word with the mouse,

1. Click the left mouse button to the left of the word that is to be selected.
2. Hold down the left mouse button, then drag the cursor to the end of the word. Release the mouse button.

A black box appears over the selected word. The word itself appears in white. This indicates that the word has been selected.

TP

A quick way to select a word is to point at it with the mouse and double click.

A black box appears over the selected word. The word itself appears in white. This indicates that the word has been selected.

To select a sentence, click at the beginning, hold down the left mouse button and drag the cursor to the end of the sentence.

A black box appears over the selected sentence. The sentence itself appears in white. This indicates that the sentence has been selected.

To select a paragraph, click at the beginning, hold down the left mouse button and drag the cursor to the end of the paragraph.

A black box appears over the selected paragraph. The paragraph itself appears in white. This indicates that the paragraph has been selected.

TP

To select the full document, press CTRL +A

4. Give a short answer for each question.

- a. Write the steps for inserting a word in a text.

.....
.....

- b. How would you insert a line in a document?

.....
.....

- c. What happens when you press CTRL+P to print a document?

.....
.....

5. Practical work

- a. Type the given text. Then do as directed.
Desert is a term applied to regions of the earth that are characterized by less than 254 mm of annual rainfall, an evaporation rate that exceeds precipitation, and, in most cases, a high average temperature.

Delete these words

Because of a lack of moisture in the soil and low humidity in the atmosphere, most of the sunlight penetrates to the ground. At night the desert floor radiates heat back to the atmosphere, and the temperature can drop to near freezing.

Insert this sentence here: Daytime temperatures can reach 55°C in the shade.

- b. Type the names of five friends. Insert this name as the second one: Nazneen. Add another name after this. Delete the last two names.
c. Type the given text. Copy and Paste the first two lines at the end.

What is this life if, full of care,
We have no time to stand and stare.
No time to stand beneath the boughs
And stare as long as sheep or cows.
No time to see, when woods we pass,
Where squirrels hide their nuts in grass.

Copy these two lines

Paste them here