3 . Editing a Document

Microsoft word is a very popular word processing as it allows the user to edit a document . Editing means making changes in a document . Cut, copy, paste, undo , redo , find replace and select all are the important Edit option provided in word .To make change in a document , you have to first select the text. Hence we shall first learn how to select the text .

To select a word

Double click the mouse on the word to select it

or

click on the word and press the shift key with the suitable arrow key.

To select a line