

After completing this lesson, you will be able to:

- Open a file.
- Navigate through a document.
- Scroll through a document.
- Insert text in a document.
- Select text.
- Edit a document by deleting and restoring text.
- Create a folder.
- Save a file with a different name.

Opening an Existing File

To open a file

1. On the Standard toolbar, click the Open button or click More documents on the New Document task pane.
2. Navigate to the folder where the file is stored.
3. Click the file's name.
4. Click the Open button.

Navigating Through a Document

To navigate through a document.

- Use the mouse pointer.

Or

- Use the arrow keys.

Or

- Use the scroll bars.

Or

- Use keyboard combinations.

Scrolling Through Text

To scroll through a document

- Use the vertical scroll bar, scroll arrows, and scroll box to move up and down.

Or

- Use the horizontal scroll bar, scroll arrows, and scroll box to move left to right.

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Scrolling Through Text

To scroll through a document (*continued*)

Or

- Use the Previous Page button to move to the beginning of the previous page.

Or

- Use the Next Page button to move to the beginning of the next page.

Inserting Text in a Document

To insert text

1. Click in the document where you want to insert the text.
2. Begin typing.

Selecting Text

To select text

- Drag the mouse pointer over the text.
- Or*
- Click the selection area to the left of the document.

Deleting and Restoring Text in a Document

To undo an action

- On the Standard toolbar, click the Undo button.

Deleting and Restoring Text in a Document

To restore an action

- On the Standard toolbar, click the Redo button.

Creating a Folder

To create a folder

1. On the File menu, click *Save As*.
2. Click the *Create New Folder* button.
3. Type a name for the folder in the *Name* box.
4. Click *OK*.

Saving a File with a Different Name

To save a file with a different name

1. On the File menu, click *Save As*.
2. If necessary, navigate to the folder in which you want to store the file.
3. In the File name box, type a name for the new copy of the file.
4. Click the Save button.