

Word Lesson 2 Basic Editing Ts091 K12

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Word Lesson 2 Basic Editing Lesson 2. 2 Pasewark & Pasewark Microsoft Office 2010 Introductory.

Objectives. Show and hide formatting marks. Select text.

Create paragraphs without blank space between them. Undo, redo, and repeat recent actions. Move and copy text using drag-and-drop and the Clipboard. Lesson 2. Word Lesson 2 Basic Editing -

ts091.k12.sd.us drag and drop. the easiest way to move text, you select it, position the pointer on top of the selected text and then drag the selected text to the new location. find. a command used to quickly search a document for every occurrence of a specific word or phrase you type in the find what

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box. format. Lesson 2-Basic Editing in Microsoft Word Flashcards | Quizlet Drag. To select text with the mouse, position the I-beam pointer to the left of the first character of the text you want to select. Hold down the left button on the mouse, drag the pointer to the end of the text you want to select, and release the button. Drag-and-Drop. Word Lesson 2 Basic Editing Flashcards | Quizlet Microsoft Word - Lesson 2 - Basic Editing. AutoCorrect. Clipboard. Copy. Cut. A feature that replaces symbols, commonly misspelled words, an.... A storage area that temporarily stores the items for a user to.... A command in Word that places a duplicate copy of selected text.... microsoft word lesson 2 basic editing Flashcards and Study ... Editing Text. In this

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lesson, you will learn how to show and hide formatting marks, select text, and remove extra space after paragraphs. You will also undo and redo actions, move and copy text, and locate and replace text. Finally, you will learn how to jump to a location in a document, and count the words in a document or a selection of text. Word Lesson 2 Basic Editing - Weebly MOS Word Lesson 2 Basic Editing. STUDY. PLAY. Clipboard. A temporary storage area in your computer's memory where data that has been cut or copied is stored until it is pasted in a new location. Copy. A command in Word that places a duplicate copy of selected text in the Clipboard. Cut. MOS Word Lesson 2 Basic Editing Flashcards | Quizlet Editing Text In this lesson,

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you will learn how to show and hide formatting marks, select text, and remove extra space after paragraphs. You will also undo and redo actions, move and copy text, and locate and replace text. Finally, you will learn how to jump to a location in a document, and count the words in a document or a selection of text. Word Lesson 2 Basic Editing - Mrs. Ashley Hanks Access Free Word Lesson 2 Basic Editing Ts091 K12 Word Lesson 2 Basic Editing Ts091 K12 When somebody should go to the book stores, search instigation by shop, shelf by shelf, it is essentially problematic. This is why we give the ebook compilations in this website. Word Lesson 2 Basic Editing Ts091 K12 Word lesson 2 notes Basic editing Show hide ¶

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command allows you to see these hidden format marks View show hide ¶ button in the paragraph group on the home tab they do not appear when printing Clicking the show/hide ¶ button once displays paragraph formatting marks clicking the button again hides them switching between two options in this manner is known as toggling Command that you use by turning a feature on or off is sometimes known as a toggle command Select text highlight a block of ... Word lesson 2 notes - Word lesson 2 notes Basic editing ... Start studying Microsoft Word Knowledge Assessment 2. Learn vocabulary, terms, and more with flashcards, games, and other study tools. Microsoft Word Knowledge Assessment 2 Flashcards |

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the Clipboard. A command in Word that removes selected text from the original location and place the deleted text in the Clipboard collection. Quia - MOAC Word Lesson 2, Basic Editing (14 Terms) lesson 1: understanding word 1 lesson 2: basic editing 21 lesson 3: character formatting 46 lesson 4: paragraph formatting 67 lesson 5: managing text flow 91 lesson 6: creating tables 107 lesson 7: working with themes, style sets, backgrounds, quick parts, and text boxes 127 lesson 8: using illustrations and graphics 146 Microsoft Official Academic Course MICROSOFT WORD 2016 Lesson 2 Basic Editing in Word 2013 Key Terms. Tailyn Seabrook. Word Bank. Asterisk, Clipboard, Copy, Cut, Document Properties, Go

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To, Gridlines, Multi-selection, Navigation Pane, Object Zoom, Paste, Question Mark, Read Mode, Replace, Rulers, Scroll Bars, Scroll Box, Scroll Buttons, Thumbnails, Wildcard. Lesson 2 Basic Editing in Word 2013 Key Terms This video tutorial will demonstrate how to create a new document, open an existing document, and apply basic editing functions in Microsoft Word Beginner Tutorial-Microsoft Word-Lesson #1 - YouTube Word Lesson 2 Practice Quiz Protecting, and Basic Editing You may take this practice quiz as many times as you like up until the day of the test. Your highest score will be recorded as a quiz grade. Word Lesson 2 Practice Quiz Protecting, and Basic Editing MOAC Word Lesson 2, Basic Editing. Jumbled Words You may

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need to use your Guided Notes on this one! Quia - MOAC Word Lesson 2, Basic Editing This quiz requires you to log in. Please enter your Quia username and password.

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