Chapter 2: Apply Editing Feature

1. Editing Text

- **Editing** means making changes to text such as adding, deleting, or modifying it.
- You can edit text by placing the **cursor** at the required location and typing or deleting content.
- Common editing tools:
    - **Backspace**: Deletes characters to the left of the cursor.
    - **Delete**: Deletes characters to the right of the cursor.
    - **Insert mode**: Replaces existing text while typing (press **Insert** key to toggle).

2. Cursor Movement

- Use **arrow keys** to move the cursor character by character.
- **Ctrl + Arrow Keys**: Move cursor word by word.
- **Home**: Move to the beginning of the line.
- **End**: Move to the end of the line.
- **Ctrl + Home**: Move to the beginning of the document.
- **Ctrl + End**: Move to the end of the document.

3. Mouse Pointer

- The mouse pointer is used to:
    - Place the cursor at a specific position.
    - Select text by clicking and dragging.
    - Right-click to open a context menu for formatting and editing.

4. Undo and Redo

- **Undo**: Reverses the last action.
  Shortcut: Ctrl + Z
- **Redo**: Reapplies the last undone action.
  Shortcut: Ctrl + Y
- Also available in the **Standard toolbar** as curved arrow icons.

5. Selecting Text

a) Selecting Non-Consecutive Text

- Select first text using the mouse.
- Hold **Ctrl**, then select other text portions.
- Useful for formatting multiple specific sections together.

b) Select Vertical Block of Text

- Press and hold **Alt** while dragging with the mouse.
- Useful for selecting column-like text (in monospaced content).

6. Steps to Cut / Copy / Paste Text

Cut

- Select text → Press Ctrl + X or right-click → Cut

Copy

- Select text → Press Ctrl + C or right-click → Copy

Paste

- Move cursor to the desired place → Press Ctrl + V or right-click → Paste

7. Find and Replace

- Go to menu: **Edit → Find & Replace**
- Shortcut: Ctrl + H
- **Find**: Enter the word or phrase you want to search.
- **Replace**: Enter the new word or phrase to substitute.
- Options:
  - Match case
  - Whole words only
  - Use wildcards

8. Jumping to Page Number

- Use shortcut: Ctrl + G or press **F5** to open **Navigator**.
- Type the page number in the "Page" field and press **Enter**.

9. Non-Printing Characters

- These characters do not appear in the printed version but help in formatting.
- Examples: spaces, paragraph marks (¶), tabs, line breaks.
- To show/hide:
  Click on **View → Formatting Marks** or press Ctrl + F10.

10. Spelling and Grammar

a) Automatic Spell Checking

- Underlines misspelled words in red as you type.
- Available under **Tools → Automatic Spell Checking**.
- Shortcut: Shift + F7

b) Spelling and Grammar Check

- Go to **Tools → Spelling and Grammar** or press F7.
- A dialog box opens with suggestions for corrections.
- You can:
  - **Ignore** one or all
  - **Add to Dictionary**
  - **Change/Correct**

11. Synonyms and Thesaurus

- Useful for finding alternative words (synonyms).
- Right-click on any word → **Synonyms** to view suggestions.
- Use **Thesaurus**:
  - Shortcut: Ctrl + F7
  - Menu: **Tools → Language → Thesaurus**
- Helps improve vocabulary and writing style.