

Microsoft® Word 2019 Basics – Unit 4

(Editing & Copying Text)

Editing Tools & Commands (PowerPoint®) /

Using Editing Tools (Video)

Essential Questions

1. What are the editing tools and commands utilized in a document?
2. What are editing tools and commands utilized in a document?

Key Concepts

Editing Tools & Commands

- The **undo** command **Ctrl+Z** reverses the spacing and punctuation errors in a document as you type
 - The **redo** **Ctrl+Y** command initiates possible spelling errors
 - The **redo** **Ctrl+Y** command initiates possible grammatical errors
- The **find** **Ctrl+F** editing tool finds words which are synonyms and antonyms of the selected term
- The **replace** **Ctrl+H** command, the contents of the document including the number of pages, words and characters

Deleting Text & Relocating Text (PowerPoint®) /

Deleting Text in Documents (Video) /

Relocating Text in Documents (Video)

Essential Questions

1. What are some steps to delete and relocate text in a document?

Key Concepts

The Clipboard

- The clipboard is a temporary storage area for text and graphics
 - The **copy** **Ctrl+C** command collects text from the document and places it on the clipboard
 - The **copy** **Ctrl+C** command copies text from the document and places it on the clipboard
 - The **paste** **Ctrl+V** command pastes text from the clipboard into the document
 - The **paste** **Ctrl+V** command pastes text from the clipboard into the document
- The **cut** **Ctrl+X** command removes text from the document and places it on the clipboard
 - The **cut** **Ctrl+X** command removes text from the document and places it on the clipboard
- The **paste** **Ctrl+V** command pastes text from the clipboard into the document
- The **paste** **Ctrl+V** command pastes text from the clipboard into the document

Powerpoint Unit B Concepts Review Answers

David W. Beskeen, Steve Johnson



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Cram, 2006-02 The Illustrated Series offers a highly visual easy to follow approach to learning Office 2003 skills This Premium Edition offers an integrated training solution to help students learn and reinforce key Office skills *PowerPoint 7 for Windows 95* Margaret Marple, 1998

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