## Save vs Save As

* Save your file before you do anything else
* Shortcuts
  + Save CTRL + S
  + Save As F12

##### Best practice

* Save the file in the correct location as soon as you create it
* Avoid saving to the desktop as this can get cluttered quite quickly if you are not disciplined
* BEWARE of autosave

## Add sample text

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

#### Observations?

* There’s a margin around the edge of the passage to the left, right and above
* The text is left aligned
* The space between each paragraph is bigger than it is between each line of text within a paragraph
* If the paragraph marks are visible, the paragraph symbol appears at the end of each paragraph or on each blank line
* You can also see a “dot” in between each word which represents a single space

## What do the paragraph marks mean and why is the spacing different in the examples below?

**Example one – Hard return/Carriage return**

The quick brown fox jumped over the lazy dogs

The quick brown fox jumped over the lazy dogs

**Example two – Soft return**

The quick brown fox jumped over the lazy dogs  
The quick brown fox jumped over the lazy dogs

##### Shortcuts

* Hard return Enter
* Soft return Shift + Enter

## Using the keyboard (and mouse) to navigate, select and edit a document

**All the text below is sample text!**

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device. Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

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##### Keyboard Shortcuts

* Move one character/row at a time Arrow keys
* Jump to next word or paragraph CTRL + Arrow
* Move to beginning of a row Home
* Move to end of a row End
* Move to beginning of document CTRL + Home
* Move to end of document CTRL + End
* Expand selection SHIFT + Left/Right arrow
* Select whole word CTRL + SHIFT + Left/Right arrow
* Select whole row Shift + Up/Down arrow
* Select paragraph CTRL + SHIFT + Up/Down arrow
* Select whole document CTRL + A

##### Mouse Shortcuts[[1]](#footnote-1)

* Select a specific point on the page Click
* Select a word Double click
* Select paragraph Triple click
* Select row Click in left margin

## Find and Replace

### Shortcuts

* CTRL + F Find
* CTRL + H Replace

### Practice Exercise

1. Search for the word “video” in the sample text below and navigate through all the instances using the navigation pane
2. Replace the word “video” with “recording” in the sample text below

Sample text

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1. Click means press the left mouse button [↑](#footnote-ref-1)