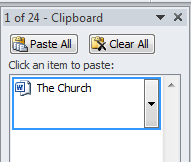
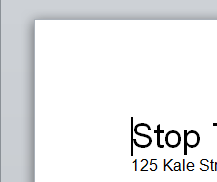
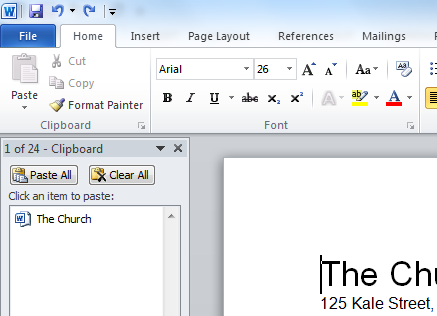
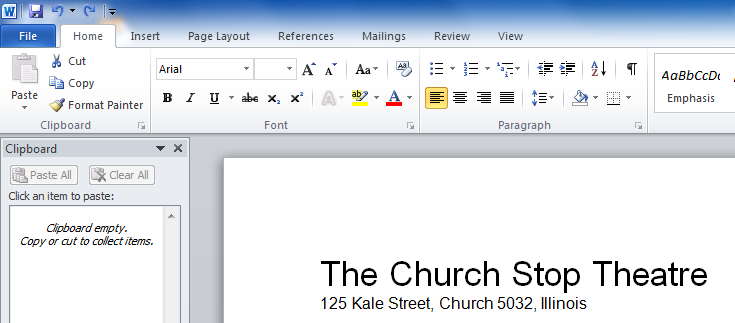
Microsoft Word 2010: Editing Tools

**Cut**: Moves an item to the Clipboard for insertion into another location or document

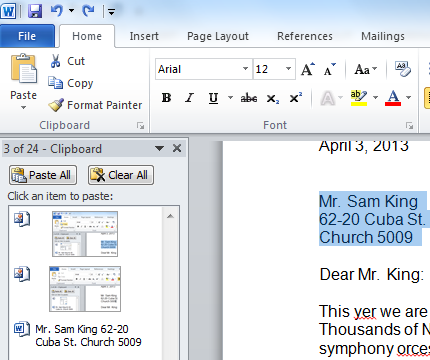
**Copy**: Places a copy of an item on the Clipboard for insertion into another location or document

**Paste**: Inserts an item from the Clipboard into a document

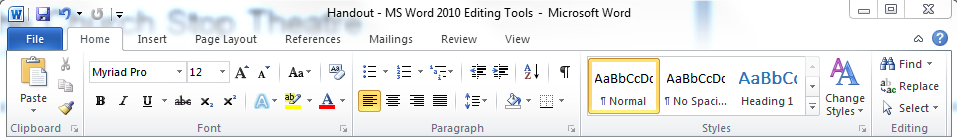


**Cutting & Pasting**

1. On the **Home** Tab, click the dialog box launcher in the lower-right hand corner of the **Clipboard** Group
2. **Highlight** the text or object you wish to cut and paste
3. Click the **Cut** button in the Clipboard group
4. Click the area on the document where you want to insert the item
5. Click on the item in the Clipboard pane to **Paste** it



**Copying & Pasting –** Copying items follows the same procedure as cutting. To Copy items, click the **Copy** button in place of the Cut button

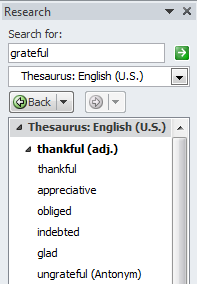
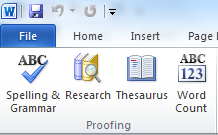
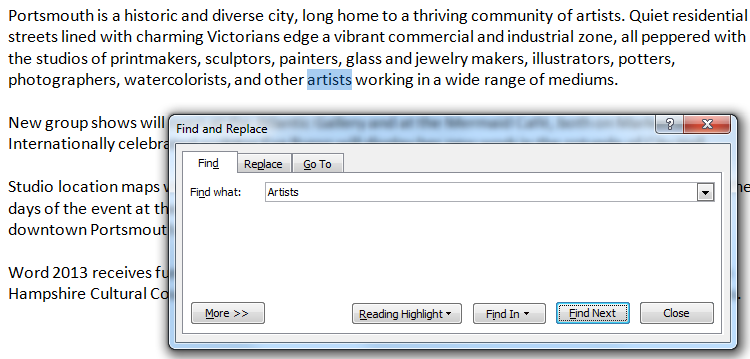


**Finding Text**

1. From the **Home** Tab, click **Replace** in the **Editing** Group
2. Click the **Find** tab in the **Find and Replace** window
3. Type the word(s) in the **Find** box
4. Click the down arrow in the **Find In** drop-down list and select **Main Document** to find all instances of the word(s) in the document

**Replacing Text –** Replacing text follows a similar procedure to Finding. To replace text, use the **Replace** tab in the **Find and Replace** window and enter the appropriate text in the boxes. Select one of the following options:

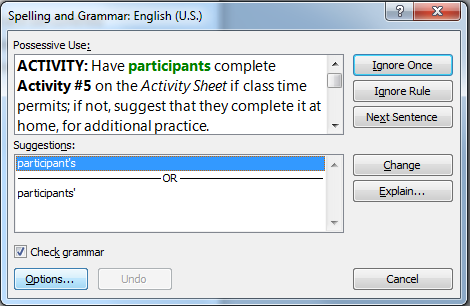
* **Replace**: Replaces the first instance of the word(s) in the document
* **Replace All**: Replaces all instances of the word(s) in the document
* **Find Next**: Replaces the first instance of the word(s) in the document and then moves to the next instance of the word(s), so you can review one-by-one



**Using the Thesaurus**

1. Click the **Review** tab
2. Highlight a word
3. Click the **Thesaurus** button in the **Proofing** group
4. A synonym list appears in the **Thesaurus** pane





**Spelling & Grammar**

While typing in a document, Word will display spelling and grammar errors

* Red underline = spelling errors
* Green underline = grammatical error

View Word’s suggested corrections by clicking the **Spelling & Grammar** button on the **Review** Tab where you can **Ignore Once**, **Ignore All**, **Add to Dictionary**, **Change All**, or **AutoCorrect**