Delete/Replace Text

There are several ways that text can be deleted or replaced in a Word document. This document explains each of these.

✞ **CTRL + Backspace** – This key combination deletes one word to the left of the Insertion Point.

✞ **CTRL + Delete** – Use this key combination to delete one word to the right of the Insertion Point.

✞ **Delete Key on Keyboard** – This key can be used to delete single characters of text, a block of text, objects such as images, or other elements in a document. It will delete text to the right of the insertion point. To delete images or other characters, select the element and then press the Delete key.

✞ **Backspace Key on Keyboard** - This key can be used to delete single characters of text. It will delete the characters to the left of the insertion point.

✞ **Undo-** This feature is used to reverse a deletion or other formatting done to a document. To Undo formatting in a document, do one of the following:

✱ Click the **Undo** button on the **Quick Access Toolbar** (see illustration at right).

✱ It is possible to click the **Undo** button several times to make additional corrections.

✱ The corrections will be undone in the order they were completed previously.

✱ To see a list of corrections, click the list arrow on the right side of the button.

✱ It is also possible to use the key combination **Ctrl + Z** in place of the **Undo** button.

✞ **Redo** – Once the Undo option has been selected, it is possible to Redo the formatting. To do this, complete one of the following steps:

✱ Click the **Redo** button on the **Quick Access Toolbar** (see illustration at right).

✱ It is possible to click the **Redo** button several times to make additional corrections.

✱ The corrections will be made in the order they were completed previously.

✞ **Delete versus Cut** – Cut removes the data from the document and places it on the Clipboard. Delete removes the information completely from the document. The only way to undo this is to press the **Undo** button.

✞ **Drag and Drop** – This feature is used to move selected text using the Mouse.

✱ Select the text that is to be moved.

✱ Move the mouse pointer over the selected text until it turns to the shape illustrated at the right.

✱ Hold down the **Left** mouse button.

✱ Drag the information to the desired location.

✱ A black vertical line will appear to the left of where the text is to be inserted.

✱ When that line is in the correct place, release the left mouse button.

✱ The text should appear in the document at the specified location.

✞ **Select and Replace** - Select a section of text or a word and then start keying in new text. With the text still selected, the material will be replaced with the new material.

✞ **Replacing Text Using the Replace Feature** – This feature is used to find and replace text throughout an entire document. To use this feature:

✱ Click the **Home Tab**.

* In the **Editing Group**, click the **Replace** button.
* The **Find and Replace** dialog box will appear with the **Replace** tab selected (see illustration below).
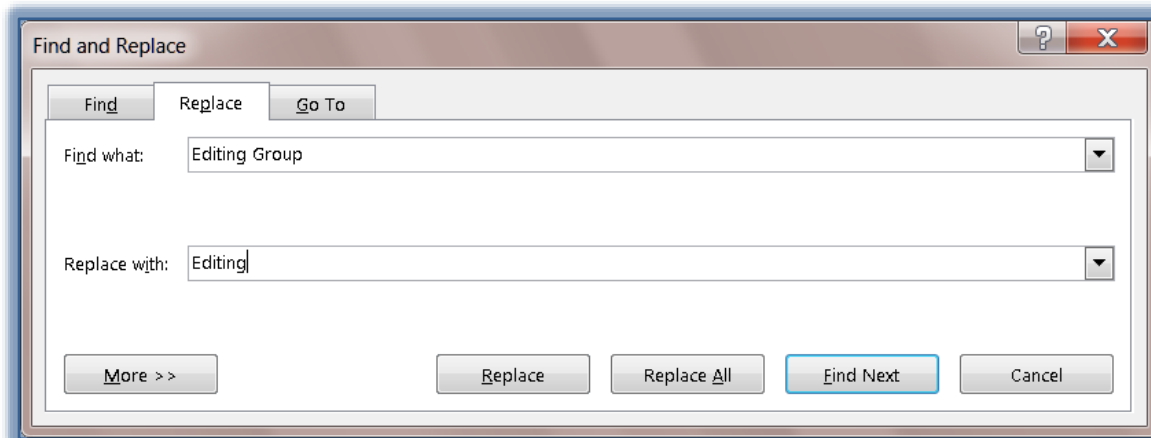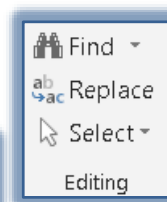
* In the **Find what** box, input the text you are searching for. This can be one word or a string of words.
* In the **Replace With** box, input the text that is to replace what is in the **Find What** box.
* Click the **More** button to access additional features for replacing text.
* Do one of the following:
  * Click the **Replace All** button to replace all the specified text in the whole document.
  * Click the **Find Next** button to locate the specified text and then click the **Replace** button.
* When all the text has been replaced, a message as shown in the illustration below will appear.
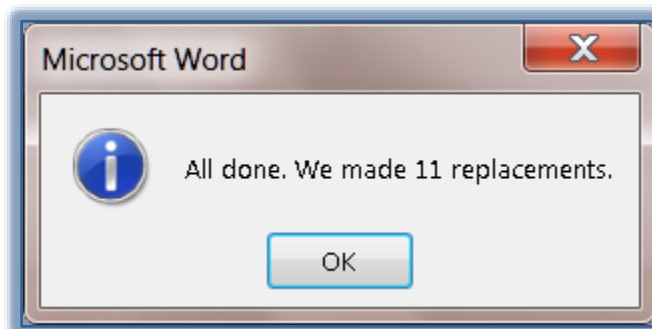
* Click **OK** to exit the dialog box.
* Click the **Cancel** or **Close** button once the process is complete.