

2.4 Retrieving, Editing and Printing

Get back into Microsoft Word

The file ***name*** should be listed in the **Open a document** section of the New Document Task Pane

Click on ***name*** to retrieve the file (it should be just as you left it)

Place the insertion point just below the first letter of the name of your City

Key in your *phone number*

Selecting text (used to change the size, style or other attributes of the text)

Click and Drag

- place the insertion point in front of the text you want to select
- press and hold the left mouse button
- drag the cursor across the text you want to select (a highlight will appear)
- when you have highlighted all of the text you want to select, let go of the mouse button

Point and Click

- click anywhere in the word you want to select
- the insertion point should move to that word
- then double-click (the word should be highlighted)

Changing selected text (using the options on the Format Bar)

Using Undo (located in the Standard Buttons menu)

Click on the *Printer Icon* to Print the text (this prints the entire document)

Close the file and Word (using the Close Control Button)

A window should appear asking if you want to save the changes to ***name***

Click *Yes* to confirm that you want to save the changes