



## Keyboard Tips for Word Processing and Typing E-Mails (and other typing programs, too!)

### The Blinker (Insertion Point)

1. Perhaps the most important part of word processing
2. You must see a blinker on the screen before you can start typing
3. If you don't see the blinker, click once with the mouse where you want the blinker to appear, EXCEPT
  - a. if there is no text below what you have already typed AND
  - b. if you are typing in a word processing, e-mail, greeting card program, etc., and you want to get the blinker to go below where you have already typed
    - i. click once at the end of the text that you have already typed
    - ii. press the <Enter> key on the keyboard one or more times, depending on how much space you want between the existing text and the new text you will type
    - iii. the blinker will move below where your last typed text is located
4. Moving the blinker
  - a. you can move the blinker with the mouse or keyboard arrow keys
  - b. the blinker can be moved ONLY through existing text (see 4d below)
  - c. how to move the blinker:
    - i. do not try to drag the blinker from one place to another with the mouse
    - ii. just click the mouse in the spot where you want to blinker to appear

- iii. you can also move the blinker with the keyboard arrow keys
- d. to move the blinker through an area of the page (or e-mail) that does not have any typing in it yet:
  - i. press the <Enter> key on the keyboard one or more times, depending on how much space you want between the existing text and the new text you will type

### Removing Space (Paragraphs) Between Lines of Text

1. Click once in the area where there is too much space
2. Press the <Delete> key once
3. The equivalent of one line will be removed each time you press the <Delete> key
4. Be careful not to delete any text you have typed below the blinker
  - a. if you delete something you did not want to:
    - i. click on the Edit menu
    - ii. click on the word Undo OR
    - iii. click on the Undo button in the toolbar

### How to Erase Text

1. Use the <Delete> and <Backspace> keys
  - a. use the <Backspace> key to:
    - i. erase text to the LEFT of the blinker
  - b. use the <Delete> key to:
    - i. erase text to the RIGHT of the blinker
  - c. click the mouse at the end or beginning of the text you want to erase
    - i. use the <Backspace> or <Delete> key as appropriate
2. Highlight the text you want to erase
  - a. after the text turns blue, type whatever you want to replace it with

- b. NOTE: you do NOT have to press the <Delete> key (or <Backspace> key first!
- c. the text you type will overwrite the text you want to erase
- d. if you do not want to replace the "old" text with "new" text, press the <Delete> key to erase the text you highlighted

## Making Changes to Text (Size, Font, Color, etc.)

1. You must select (highlight) the text first
2. Various ways to select text:
  - a. using the mouse only
    - i. click, hold & drag
      1. place the mouse pointer (or I-beam) at the end of the text you want
        - a. NOTE: It is usually much easier to start selecting at the end of the text rather than at the beginning
      2. click the left mouse button once and HOLD it down
      3. drag the mouse slowly to the left, moving the mouse pointer on the screen over the text you want to highlight
    - ii. select a single word
      1. place the mouse pointer (or I-beam) in the middle of the word, and double click on the word
    - iii. select a single paragraph
      1. place the mouse pointer (or I-beam) in the middle of the paragraph, and triple click anywhere in the paragraph
  - b. using the mouse and the keyboard
    - i. place the mouse pointer (or I-beam) at the end of the text you want and click once
    - ii. the blinker should be blinking at that spot, but you may not see the blinker

- iii. move the mouse pointer (I-beam) to the beginning of the text to be selected, but do not click or press anything
  - 1. the blinker will still be at the end of the text you are going to select
- iv. press and hold <Shift> key
- v. click the mouse once
- vi. the text will be selected, and become highlighted