



Basic Text Editing in Email and WORD



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Keystrokes For Navigating

KEYSTROKE	MOVES:
LEFT ARROW	Left one character at a time
RIGHT ARROW	Right one character at a time
DOWN ARROW	Down one line at a time
UP ARROW	Up one line at a time
CTRL+ LEFT ARROW	Left one word at a time
CTRL+ RIGHT ARROW	Right one word at a time
HOME	To the beginning of the current line of text
END	To the end of the current line of text
CTRL+HOME	To the beginning of the document
CTRL+END	To the end of the document
PAGE UP	Up one full screen
PAGE DOWN	Down one full screen
CTRL+PAGE UP	To the beginning of the previous page
CTRL+PAGE DOWN	To the beginning of the next page



Keystrokes For Selecting Text

TO SELECT	DO THIS
Any amount of text	Click where you want to begin the selection, hold down the left mouse button, and then drag the pointer over the text that you want to select.
A word	Double-click anywhere in the word.
A line of text	Move the pointer to the left of the line until it changes to a right-pointing arrow, and then click.
A sentence	Hold down CTRL, and then click anywhere in the sentence.
A paragraph	Triple-click anywhere in the paragraph.
Multiple paragraphs	Move the pointer to the left of the first paragraph until it changes to a right-pointing arrow, and then press and hold down the left mouse button while you drag the pointer up or down.
A large block of text	Click at the start of the selection, scroll to the end of the selection, and then hold down SHIFT while you click where you want the selection to end.
An entire document	Move the pointer to the left of any text until it changes to a right-pointing arrow, and then triple-click.



Copying/Cutting/Pasting Text

Action	Keystroke
Copy	Ctrl+ C
Cut	Ctrl + X
Paste	Ctrl+V



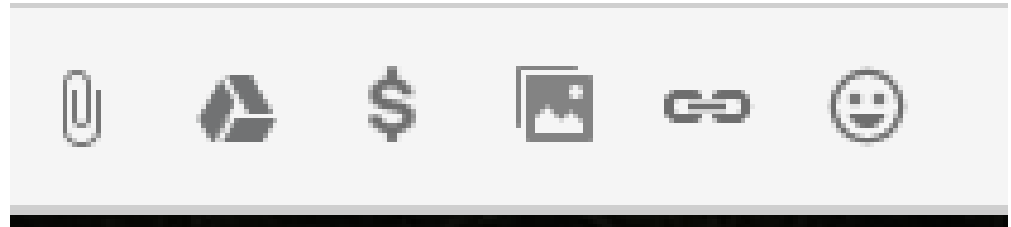
Formatting Text

Action	Keystroke
Underline	Ctrl + U
Bold	Ctrl + B
Italic	Ctrl + I



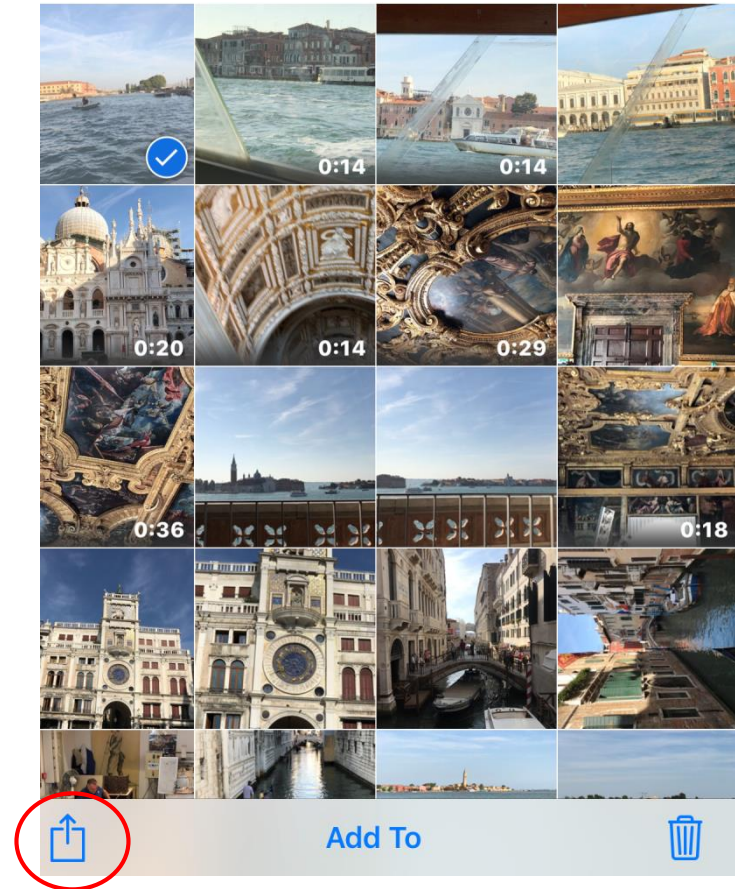
Inserting a File/Picture from Google Mail

- ▶ **Understanding the Icons for Attachments**
 - ▶ Adding a File
 - ▶ Adding a File from Google Drive
 - ▶ gPay?
 - ▶ Insert Photo
 - ▶ Inserting a Hyperlink
 - ▶ Inserting an Emoji



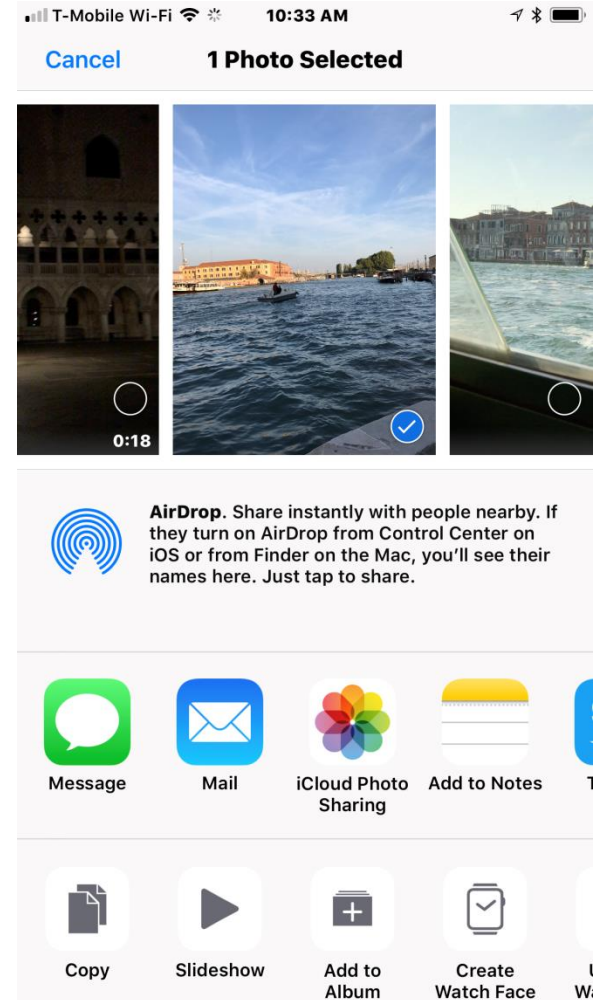
Inserting a Picture from SmartPhone (Apple - iOS)

- ▶ Select the Picture
- ▶ Click on the Upload Icon



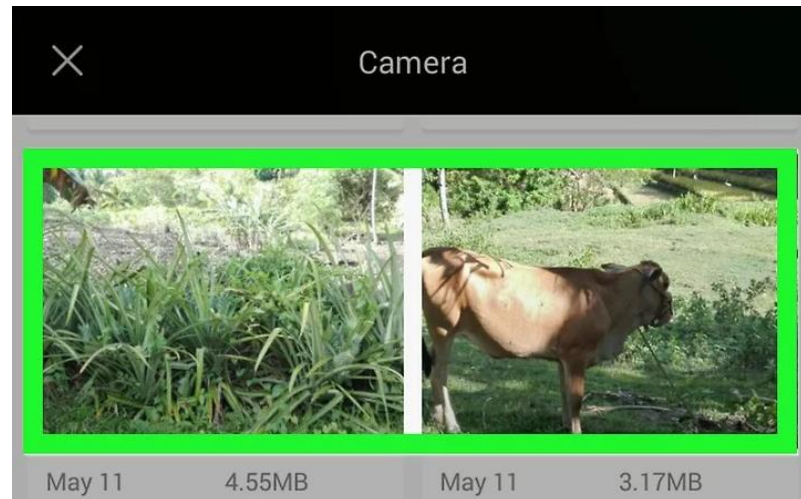
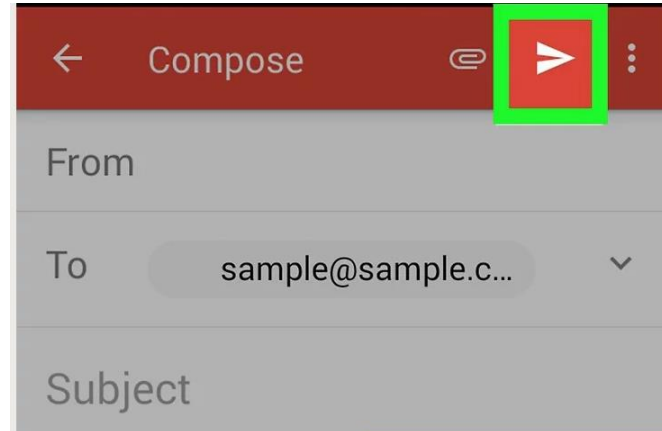
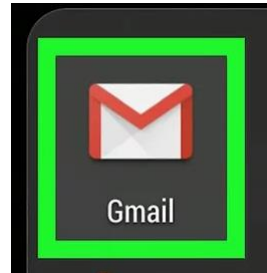
Inserting a Picture from SmartPhone Apple (iOS)

- ▶ Select Attach to Text Message or
- ▶ Select Attach to Email



Inserting a Picture from SmartPhone Android

- ▶ Select Compose
- ▶ Click Icon



Opening Attachments from Email

- ▶ PDF
- ▶ Hyperlinks
- ▶ Pictures
- ▶ Documents



Inserting a Picture in a WORD Document

► From the Insert Tab

