DIGITAL DOCUMENTATION

MOUSE POINTER

Mouse pointer takes the pointer shape while moving it around the screen. The mouse pointer changes to 'I' shape, when moved over the text in a document.

- ❖ Moving the 'I' shaped mouse pointer over the text and clicking on the desired text, helps to get the text cursor while editing the document. Thus, the mouse is used to control the **Text Cursor** location.

EDITING THE DOCUMENT

- ❖ *UNDO AND REDO*
  - Open the existing file (For example, report.odt) and then start editing in it.
  - If, by mistake, you have made some changes and now you want to erase the last change done, then use the undo option.
  - After undo command, again if you want to go back then use the Redo option.
- ❖ *Moving and copying text*

    Cut and paste: it is used to move a selected text from one place to another.
  - Select the text and click on *Edit* --- Cut option or press *CTRL+X*
  - Place the cursor where the text has to be moved. Click on *Edit* --- *Paste* option or press *CTRL+V*
- ❖ *Copy and Paste*

    It is used to make a duplicate copy of selected text.
  - Select the text and click on *Edit----Copy* option or press *CTRL+C*
  - Place the cursor where the text has to be duplicated. Click On *Edit---- Paste* option or press *CTRL+V*
- ❖ *Selecting Text*

    It is necessary to select the text to perform copy and paste operation. The selected text will be *highlighted*. For editing the text you must first select the required text. The editing can be done on the selected text.

❖ *Selection criteria*

To select the text in writer, swipe the mouse cursor over text. There are several selection tricks to speed up the selection process as below

To select a letter or letters	Drag the mouse across the letter(s)
To select a single word at a time	Position the mouse pointer anywhere on that word and double click.
To select a complete sentence at a time	Position the mouse pointer anywhere in the sentence and triple click. (Triple click means to quickly click the left mouse button three times.)
To select a complete paragraph at a time	Position the mouse pointer anywhere in the paragraph and quadruple click (Quadruple click means to quickly click the left mouse button four times.)
A document	Press Ctrl + A on the key board. Drag the mouse pointer till you see a right arrow which is white. Then click it thrice.

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14.09.20XX