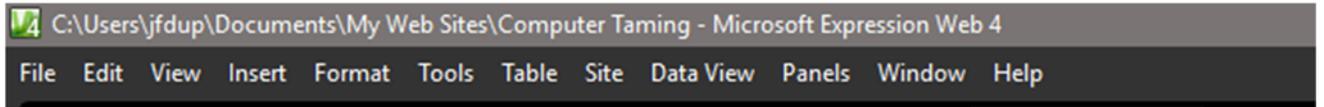# Basics Lesson Three – Resizing and moving windows and Basic Word Processing

Parts of a Standard window

(lower case window refers to the boxes which open, not the operating system)

- **Title Bar** is the colored bar at the very top of a window.

    Practice document.rtf - WordPad **or**

    C:\Users\jfdup\Documents\My Web Sites\Computer Taming - Microsoft Expression Web 4

    File Edit View Insert Format Tools Table Site Data View Panels Window Help

    - It contains the Minimize, Maximize, and Close buttons .
    - The title bar also displays the name of both the file and the program you are in.
- The **Menu Bar** when present, is usually the line of icons "buttons" beneath the Title bar.

    File Edit View Insert Format Help
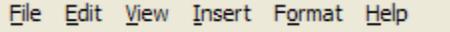
    - The most important to immediately be aware of:
        - The **FILE** menu Prints, Saves, Opens files, and Starts a new document.
        - The **EDIT** menu Cuts, Copies, Pastes, Deletes, Selects All, and most importantly has the UNDO command.
        - The **VIEW** menu allows various toolbars to show, and controls the appearance of icons.
        - The **HELP** menu holds helpful advice or instructions for each program.
- The **Standard Toolbar** performs many of the most frequent operations, and is customarily below the Menu bar.
    - Contains the **icon buttons** which perform many of the most frequently used Menu bar commands. Things such as New, Open, Save, Print, Cut/Copy/Paste, and Undo.
- The **Format Toolbar** performs many of the most frequent style (formatting) changes.

    Arial 10 Western **B** *I* U
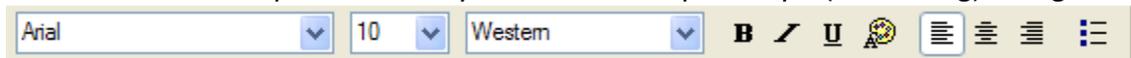
    - Changes font style, letter size (font size), text color, alignment, and **B/U**.
- **Windows 10 programs** and Apps have mostly replaced those toolbars for "ribbons", which are essentially more sophisticated and all-displaying toolbars.
- The window **Borders & Corners** are used for dragging and resizing.
    - Remember to get right on the edge of that border, until the arrow changes.
- The area you work, write, or draw in is called the **Workspace**.
- The **Scroll Bars** change the vertical and/or horizontal part of the **workspace** currently in view.
    - Scroll bars are present only if the workspace (used workspace, blank area does not count) is larger than capable of being viewed all at once.
        - Thus if the document is short but wide, only horizontal scroll bars (located at the bottom of the workspace) are present.
        - Similarly, vertical scroll bars (located usually to the right of the workspace) are present only if the document it too long to viewed all at once.
        - Scroll by either dragging the button within the bar up. Down, or sideways, or by clicking repeatedly on the up, down, or sideways arrows at the extremes of each.

Basics Lesson Three – Resizing and moving windows and Basic Word Processing

Parts of a Standard window cont'd.

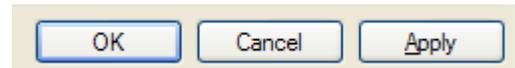- Windows toolbars **Pull-down Menus** supply numerous available options, such as the Font Style.
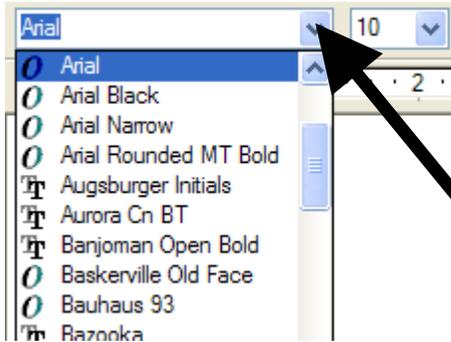
Clicking here causes the menu to appear.

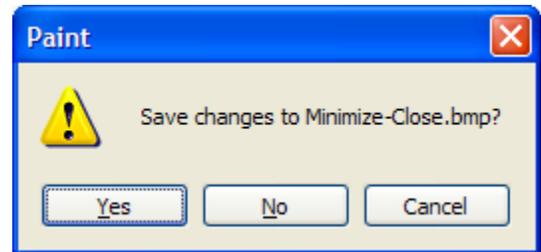- Other typical items found within a window:
  - Command Buttons
    - These, by clicking on them, Windows (**or the window**) something. instruct to do
  - Option Buttons
    - Give choices on which to click, such as Yes or No, OK or Cancel, Save or Cancel, etc., again instructing Windows of your desire.
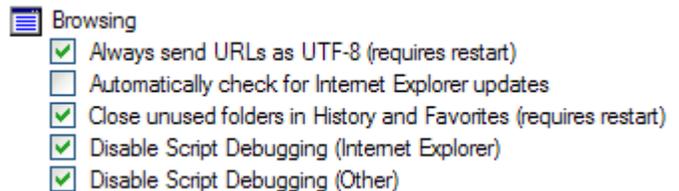 - Dialog boxes
    - These are boxes into which you must type or place some text, such as the Save As box in which you must type the name for your document.
  - List boxes or Drop-down lists
    - These drop-down lists allow you to make choices of things like Font appearance, Font size, the location to view, a place to save something in, or a file type to save as. You will understand this more in the next (third) lesson. See the image above under Pull-down Menus.
  - Check Boxes
    - These are small boxes in which you place or remove a check, thus allowing some change.
    - You place or remove the check by clicking within the box (you must be precise).
    - Frequently there are many such boxes in a row, and as many as desired can be checked.
  - Radio Buttons
    - These are usually two or more small round circles which you can place a black dot in only one of the (such either/or). into group
    - These are used when you can have only one choice out of all the various choices.
    - Again, you place the dot by clicking on the desired options. The dot moves to the selected (clicked on) circle.
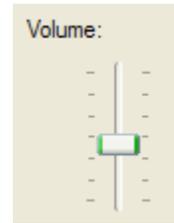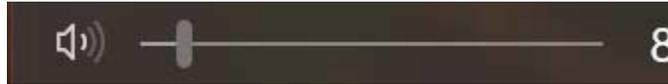
Basics Lesson Three – Resizing and moving windows and Basic Word Processing

Parts of a Standard window cont'd.

- o Sliding Controls
  - ▪ Here, just like the slide controls on a stereo or radio, by placing the mouse arrow over the knob (of the slide), you can then drag the lever up or down, left or right, increasing or decreasing such things as volume, speed of mouse movement, etc.

Basics Lesson Three – Resizing and moving windows and Basic Word Processing

Manipulating Size or location of windows

- The three little boxes at the upper-most right hand are the **Close** (X), the **Maximize** (square), and the **Minimize** (-) buttons for every window.
    - "Close" command is obvious. When you are finished, SAVE your work and click the X.
    - Maximize means to cause the window to enlarge, occupying the entire screen.
        - Use this to see more of the program window at once.
        - When it is maximized and you wish to return (called **Restore)** the window to the original size, click on the now double square.
        - When a double square, it is called the **Restore** button.
    - Minimize causes the window to shrink to just a button on the Taskbar.
        - To return it (restore it) to the screen, click on the Taskbar button with its name.
- To move a window around the screen:
    - With the cursor (arrow) inside the very top Title bar, drag the window to a new location.
- If the window is too small, and you cannot see enough to work or read efficiently:
    - Resize the window.
        - Slowly move the arrow (cursor) across the edge or corner of a window.
        - As you do, watch. The single arrow cursor will become a double-directional arrow ↔ at the **exact** window border (edge).
        - It is a vertical two-directional arrow at the top or bottom. It is a horizontal two-directional arrow on the sides. It a diagonal two-directional arrow when exactly at the corner of a window.
        - While it is two-directional, drag with the mouse, larger or smaller, to the desired size.
            - It enlarges or shrinks the window in the respective direction.
            - Drag the diagonal to maintain the aspect ratio (does not distort the shape) of the window (such as with a photo).
- Maximizing windows
    - Clicking the square allows the maximum amount of the window to be seen at once.
    - The window completely takes up the desktop, except usually for the taskbar.
        - If the taskbar is hidden reveal it by hitting the LOGO key.
    - Double-clicking the Title bar also Maximizes or Restores "down" the window.
- Minimizing windows and restoring them
    - Minimizing closes the window down to just a box on the Taskbar.
    - It is used to get the window entirely out of the way
    - Clicking on the program button on the Taskbar opens it back up (restores)
    - Clicking on the Taskbar name of an open window brings it to the front (the active window), but a second click to the Taskbar button Minimizes it.
- Show desktop by minimizing all windows.
- Switch from window to window (or bring a window to the top) by either clicking on a part of the visible window,
    - Or click on the appropriately named button on the Taskbar
- To close a window exits the program.
    - It usually asks if you want to save the document you were working on (Say Yes, unless you know you don't want to save it).
    - But get in the habit of saving it intentionally…and often.

Basics Lesson Three – Resizing and moving windows and Basic Word Processing

The below described techniques apply to all word processing: e-mail, most other document creation (spreadsheets, greeting cards, labels, envelopes), and even text-entering boxes (save as boxes, address bars such as Internet Explorer, forms, templates, etc.).

Basic Word Processing Concepts

- Use Page Setup for (go to File menu | Page Setup) (Word 2007 and later have no menus. Look for Page Layout):
  - Setting Margins (left, right, top, bottom)
  - Orientation of the page
    - Portrait = page is upright ; thus height is greater than width
      - This is the typical orientation for letters.
    - Landscape = page is turned horizontal , thus width is greater than height
      - This is best when documents need longer lines of data or information, such as when doing a spreadsheet.
- The cursor changes from an arrow (pointer) to an I-beam when over an area into which you can insert text (into which you can type).
  - By positioning the I-beam cursor over an area and clicking, it deposits an 'Insertion point" (a blinking vertical bar).
    - It is ONLY at the Insertion point text is entered (from left to right).
    - Only by clicking in a box and seeing the Insertion point can text be entered.
    - In Word, double-clicking in any area available for text, deposits the Insertion point at that precise place, but ONLY in Word.
  - If it remains an arrow, it is over a menu, a toolbar, a picture, or a margin, not a text area.
- Remember any two-directional arrow appearing when hovering over something (a line, a border, or a divider means you can resize something.
  - Resize the window.
  - Drag a pane separator (or help window) left, right, up or down to improve a view.
  - Drag a vertical separator left or right for revealing more information.
- Entering text is just like using a typewriter (use the keys on the keyboard) except:
  - Remember you can only insert text once the Insertion Point is present.
  - Going to the next line occurs automatically (called "word wrap"). Just keep typing.
- When you click within the area in which you wish to type and at the precise point you wish characters to begin, (or the beginning of the document) the I-beam leaves (deposits) a vertical blinking bar called the "Insertion Point" onto the document. (Again, you can tell this is an area available to type into by the fact the cursor appears as an I-beam rather than an arrow.)
  - It is at the Insertion Point, typed characters begin to be added (inserted) or replaced ("replacement mode" toggled on or off by hitting the Insert key on the keyboard).
  - Understand the difference when typing, between using the Backspace or the Delete key:
    - A **Backspace** key removes the character just left of (behind) the insertion point.
    - A **Delete** key removes the character just to the right of the insertion point.
- As you are typing, to create a new paragraph (not simply a new line), hit the ENTER key. The Insertion Point (that vertical flashing bar) drops to the next line. When you start typing, the document recognizes it as a new paragraph.
- Remember, starting a new paragraph requires using the ENTER key.
  - You can have indented paragraphs or paragraphs without indentation.
    - Use the Format menu/Paragraph option.

Basics Lesson Three – Resizing and moving windows and Basic Word Processing

Basic Word Processing Concepts (cont'd)

- Again, re-emphasizing, to simply move to the next line, unlike a typewriter, simply continue typing (beyond what seems like the end of the line). Once the end of the current line is reached, the Insertion Point moves automatically to the next lower line (a new line). This is called "Word Wrap". In other words, the words "wrap" to the next line. And unlike using the ENTER key (to move to the next line), it is not considered a new paragraph.
  - o Therefore, if you decide later to modify the text (change the size of the Font, or Margins), the lines adjust automatically. Otherwise they would become jumbled, and fragmented.
  - o The Enter key does not work like a return arm on a typewriter.
    - ▪ It creates paragraph (which means something different on word processors), not just a line shift.
- The Insertion Point (now a vertical blinking bar) can be moved about within the existing text in a variety of ways. It may be moved:
  - o One character at a time by using the **arrow keys** (right, left, up, or down). Note that the down arrow cannot take the Insertion point below the last existing line.
    - ▪ And remember that last existing line may be blank. The computer still recognizes it as a line. It does not know it is blank (no visible characters, only spaces created by repeatedly hitting the Space bar, or additional lines created by repeatedly hitting the ENTER or paragraph key).
  - o To any area within existing text (or created blank lines) by clicking the mouse where you want to be.
  - o When using Word, double-clicking anywhere in the blank document sets the Insertion Point at the point where the mouse was double-clicked. You can then begin typing or inserting an object (such as a picture) there.
  - o Several keyboard keys, or key combinations also move the Insertion point:
    - ▪ The **HOME** key moves the insertion point to the start of line it is currently on.
    - ▪ The **END** key moves the insertion point to the end of the current line.
    - ▪ Holding down the **CTRL** key, and while doing so striking the **HOME** key moves the insertion point to the start of the entire document.
    - ▪ Holding down the **CTRL** key, and while doing so striking the **END** key moves the insertion point to the end of the entire document.
    - ▪ Holding down the **CTRL** key while using the left or right **arrow keys** moves the insertion point one full word at a time.
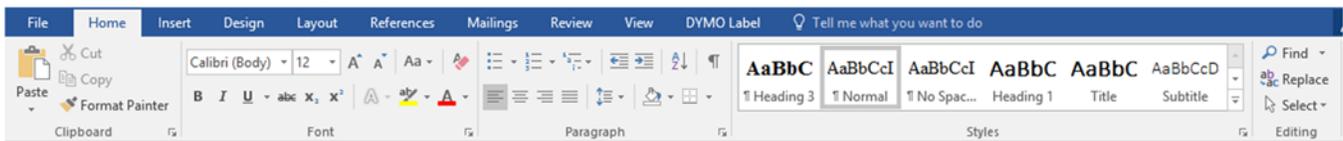
Basics Lesson Three – Resizing and moving windows and Basic Word Processing

Basic Word Processing Concepts (cont'd)

Standard Toolbar icons can be used (rather than the menus).

- o The **New** icon starts a new (blank) document.
- o The **Open** icon opens the dialog box, allowing you to navigate to and open any previously created (or existing) document.
- o The **Save** icon repeatedly saves the document each time you click on it, replacing the previous version with this new one.
- o The **Printer** icon instructs the computer to print a single copy of the entire document (using the Default printer, assuming you have more than one printer).
    - No printer dialog box comes up. It just starts printing one entire copy.
    - Using the File menu | Print command, brings up a dialog box, allowing you to adjust many things, including: change the number of copies, orientation of the page (landscape vs. portrait), control which pages are printed (only select pages, or in Word, only selected text), which (if more than one) printer is to be used, and provide the opportunity to choose any other option or special feature the printer may offer.
    - See more discussion about printing below.
- o The **Print Preview** icon allows you to preview what your document will look like when printed (including how many pages will print, and how much text will appear on each page).
- Be aware of the Vertical and Horizontal Scroll bars.
    - o They provide the way to scroll through a document which is too long to be entirely viewed within a single screen (that which shows in the window at one time).
    - o When text seems to disappear, the Page often has simply jumped to an area devoid of text, such as to the far right, or to the bottom. Try scrolling left or up (or both) to see if the text is there.
- Microsoft Word uses ribbons such as the one below, which combine many formatting tools as icons (or buttons).

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Basics Lesson Three – Resizing and moving windows and Basic Word Processing

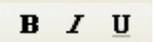**Basic Word Processing Concepts (cont'd)**

- **Saving a File (Document)**
  - Go to The File menu | Save or Save As (or use the Save icon 💾).
  - How is "**Save**" different from "**Save As**"?
    - **The first time you save a document**, whether clicking the icon 💾, or using the File menu command of "Save" (or even "Save As"), the "**Save As**" dialog box comes up. That is because Windows does not yet know what to call, or where to store, the document. **"Save" is the same as "Save As"** at this point.
    - Once you have saved the document the first time (it now has both name and location saved), each time you **Save**, it simply overwrites (replaces) the last version saved. **Should you want different versions of the same document, choose "Save As"** (see below). By choosing the "**Save As**" command (there is no Save As icon), it avoids overwriting (replacing) the original, and allows you to make a **new and separate** copy (or version) of the document. To do so, it must either be given a different name (add a number), or placed in a different location, or both. This way, the original is not replaced. It is still there.
    - If you made unwanted changes and wish to reopen to the prior appearance (get back to where you were BEFORE making the changes), **Do Not click Save** or the original (good) version will be lost, replaced by the unwanted (or changed) document. To avoid this happening, close the program **without saving the document**. As it closes, if it asks to save, say "**No!**
      - This is why I advocate **saving often**, every time you are happy with a change".
  - During the Save process, a dialog box will ask you where (into what folder) you want to save your document. It offers initially to put it into the (My) Documents folder.
    - Before clicking **Save**, pay attention to where it is going to be put.
    - **Remember where you saved it!**
    - Not remembering what place (which folder) you saved a previous document creates one of the most common frustrations. Where is my document? I can't find my document.
  - The same dialog box will also ask you to provide a name for your document.
    - Give it a descriptive name you can remember.
      - Not too long
      - Avoid too many abbreviations as well (later you won't remember).
      - Be concise. (As example: Don't use "My trip to Chicago". Use "Chicago Trip" or "Chicago Trip 2009".)
    - As with the last example above, you may wish to include a date or year if there will be more with the same name.
  - **SAVE…SAVE…SAVE…**You cannot save too often…only tragically **not often enough**.
  - If you were not sure when you had last saved it, you may wish to choose "Save As" and keep the altered document as a second version of the first temporarily, thus keeping the undesirable changes, but also any additional components (text or graphics) you entered intentionally, and most likely will want to "copy and paste" into the original later rather than need to re-type.

Basic Word Processing Concepts (cont'd)

- The Formatting Toolbar displayed above, ("ribbons" vary slightly in color or appearance, but tools are the same) allows you to choose changes in text appearance.
    - Choose or vary the Font "style" you desire by clicking the down arrow .
    - Select a Font "size", or vary it for effect .
    - Bold, Italicize or Underline text by clicking on the **B**, the *I*, or the U .
        - Stop each by clicking the button again (first click starts, second click stops the formatting).
    - Change the Font "color" by clicking on the drop-down arrow on the right of the font color button .
    - Adjust the Alignment of text .
    - There are many other formatting items (icons) you can use to create just the document you want.
- If the program has a Format menu, it has additional options not provided (thus hidden) from the traditional Formatting toolbar. To avoid this, Microsoft and others are replacing the Format menu and Formatting toolbar with ribbons, i.e. all formatting items on the Home ribbon, such as the one displayed underneath.
    - Here, all the tools are available, often on multiple ribbons as displayed by the tabs (such as Insert, (Page) Layout, Mailings, View, etc.
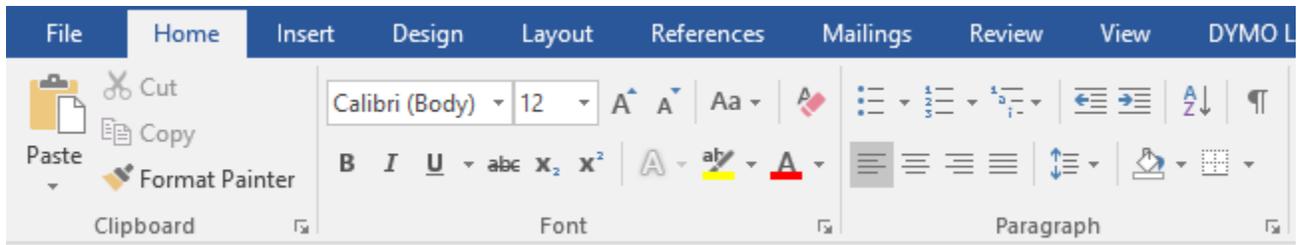
Basics Lesson Three – Resizing and moving windows and Basic Word Processing

Basic Word Processing Concepts (cont'd)

- **Printing your document**
    - Again, you can print the document either by clicking the Print icon 🖨 , or going to the File menu, and choosing **Print**.
    - The difference between the Print icon and the File | Print command is:
        - Using the printer icon 🖨 immediately prints one copy of the entire document using the "Default" printer, no questions asked. The Print dialog box does not appear.
        - When using the File menu | Print command, the **Printer dialog** box appears (opens), allowing a choice of **which pages** to print, **how many copies** to print, and which printer to use (if more than one is attached or available to the computer).
            - It also allows you to change **Printer Properties** such as **quality** (draft, better, best), **paper size** or type, and **orientation** (portrait, landscape).
            - And allows taking advantage of special features your printer might have (such as "duplex" (printing on both sides of the page).
    - Again, before printing, you can preview the appearance the pages just as they are going to print, using the Print Preview.
        - Access the Print Preview windows either by the File menu | Print Preview command, or by clicking the Print Preview icon 🔍 on a toolbar.
    - A common occurrence is deciding to cancel print (you hit the icon by mistake, used the wrong paper, or just need to make a change first)
        - Canceling Print is more difficult than you might think.
        - Canceling by using the printer icon on the computer usually is not successful.
        - If the printer has a "Cancel" button, pushing that will work best.
        - If no "Cancel" button on the printer, the fastest, most successful way to stop printing is to remove the stack of available paper. **Do not try to pull out the page already printing.** This results in the printer informing the computer it is out of paper, and provides the option to **cancel** the printing.
            - Even turning off the printer is unsuccessful. When it restarts, printing resumes.
            - In fact, sometimes when you attempt to print, nothing appears to happen. However, when you restart the computer and/or printer, it suddenly prints out all twelve print jobs you sent when you kept clicking the Print icon with nothing happening.
    - If you attempt to print and nothing seems to happen, before repeatedly clicking print, restart the computer and see what happens. It often starts printing the document requested.
    - Remember, for the computer to recognize you asked it to print, you must be actively in that program window (on which the icon sits).
        - If you accidentally or on purpose shifted to another window, or the taskbar or start menu, when you first click the icon print, you may have only activated that window again. In that situation you may need to click or tap the print icon once more, but not any more than that.

Basics Lesson Three – Resizing and moving windows and Basic Word Processing

Selecting Text or Objects
- **Why select anything?**
  - In order to change text (not just adding a few characters), you must first tell the computer which text you wish to change (or replace).
    - When text (or text and graphics) is selected Windows lets you know by "highlighting" the text or object. This is usually done with gray or a colored background, or a color shade over the object (or change in appearance in some way); any typing replaces any selected text (even typing a space replaces the text with a blank space).
  - In order to use the **Cut/Copy/Paste** commands (one of the most powerful Windows tools, you will learn about below), thus rearranging text or objects, **something must first be selected**.
    - As an example, you may wish to repeat a section of text. In order to "copy" (duplicate) the text elsewhere; it needs to be selected.
    - Similarly, you may want to duplicate objects (icons, files, folders, pictures).
    - You may wish to move text from one area to another (using Cut and Paste).
    - Cut and Copy commands also work to move or copy files/folders (documents) to another folder, drive, or disk.
- **How To Select Text (or objects included within a text document)**
  - Drag the mouse over the text you wish to select (it will highlight).
    - Start at one end of the text, and then drag to the other end.
      - Or start at one corner of the object and drag to the opposite diagonal corner.
    - This technique works for selecting text or objects anywhere.
    - For example, it can be used either on word-processing-like documents, or web pages to select text or items.
    - It is the **ONLY** way to select something on web pages or from an e-mail you are reading.
    - While word processing, it may be combined with the "SHIFT key/arrow" technique (see below) to extend the selection, or de-select (remove characters from highlighted selection).
  - Double-clicking on a word will select only that word.
    - Extend the selection (and highlighting) once the word has been selected by holding down the SHIFT key and hitting the right arrow key. The "blue" extends one character at a time. See more explanation below.
    - Double-clicking on a word works almost everywhere, to select that word.

Basics Lesson Three – Resizing and moving windows and Basic Word Processing

Selecting Text or Objects (cont'd)

- o Use the SHIFT key and use the Arrow keys to make a selection.
    - ▪ First place the cursor where you wish to begin selecting and click the mouse (an insertion point appears).
    - ▪ Now (before clicking anywhere else) hold down the SHIFT key. While holding the SHIFT key down, hit the right, left, up or down arrow keys.
        - Using the Left arrow selects to the left of insertion point, one character at a time.
        - Using the Right arrow selects to the right of the insertion point, one character at a time.
        - The Up arrow selects the entire line to the left of insertion point, then one line at a time.
        - And the Down arrow selects the entire line to the right of the insertion point, then one line at a time
    - ▪ The use of this SHIFT key technique works only in word-processing or some other document creation program (including e-mail which you are creating…replies, forwards, new mail)
    - ▪ Using this SHIFT key in the opposite direction **de-selects** from the end of a selection already made (whether by dragging, or selecting with the SHIFT plus arrows.
    - ▪ Placing the cursor at the start of a selection (clicking at that site), then holding the SHIFT key before clicking the end of where you wanted the selection to end, selects all the text (or text and graphics) between the two clicks.
- o Microsoft Word allows multiple selections at once using the CTRL key.
    - ▪ Use it similar to selection of multiple objects (such as icons). First select the first word or object, and then hold down the CTRL key before selecting another word, line, paragraph, or object. Select multiple adjoining words or lines by dragging (while the CTRL key is held).
    - ▪ We will discuss selecting, as well as using the Cut, Copy, and Paste commands in more detail later.
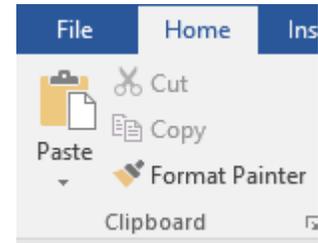
Basics Lesson Three – Resizing and moving windows and Basic Word Processing

Selecting Text or Objects (cont'd)

- **Specific technique to Selecting icons or other objects (files, folders)**
    - o The same dragging technique works.
        - ▪ Start dragging just above (and to the left or right of) the first object to be selected. An almost invisible box begins to appear.
            - If you begin dragging while over the object (not to the side of it), the object gets dragged instead of selecting it.
        - ▪ Now drag to just below (and to the right or left respectively) the last object desired for selection. In other words, drag a rectangle dotted box around all the items wanted within the selection.
            - For objects to be included in the selection, they merely have to be "touched" by the "invisible" box, not entirely surrounded by it.
            - This only works with objects next to each other. You cannot skip items when dragging to select (but see below).
    - o Similar to use of the SHIFT key above, clicking on a first object selects it.
        - ▪ Holding the SHIFT key and then clicking on the last object desired selects all objects in between.
            - You must not click on anything else in the window before holding down the SHIFT key.
    - o By using the CTRL key, much in the way you used the SHIFT key, you can selectively pick and choose your selections.
        - ▪ Click on the first item (object) you wish to include in your selection.
        - ▪ Next, hold down the CTRL key. While holding the CTRL key down, pick another object, and click on it. It too will be elected (additional icon highlights). This can be repeated for as many objects as you want included.
        - ▪ The items do not need to be next to each other, only within the same window (not merely the same visible area of the screen…use the scroll bar to display another area of the same window). Just don't accidentally click within the icon area of the window while scrolling. If you do so all the other selections will be lost. Stay within the scroll bar area.
        - ▪ You may also let go of CTRL in between picks, but must hold the CTRL key back down before clicking on another item. An example would be letting go of CTRL while scrolling to a different portion of the window, then again holding down the CTRL key before choosing more items.
        - ▪ This use of the CTRL key to select can be coupled with the technique of using the SHIFT key. In other words, let's say you want to select a large number of files which are clumped together (next to each other), but a few are not in the same close proximity. First select the vast majority of items next to each other using the SHIFT key technique describing above ("select first, shift, select last"). Now, before clicking on another item, hold down the CTRL key. While holding the CTRL key, you can add items away from the others already selected, without losing the initial selections. You cannot however use the CTRL key technique first, and then use the SHIFT key technique.
        - ▪ Again, this way of adding to selections using the CTRL key works also after selecting adjacent objects with the drag technique.

Basics Lesson Three – Resizing and moving windows and Basic Word Processing

Using the Cut/Copy/Paste/and Delete Commands

- These commands are in the Edit menu, or on the Home ribbon typically.
  - There are also "Keyboard shortcuts" for these commands.
    - CTRL-X = Cut
    - CTRL-C = Copy
    - CTRL-V = Paste
  - They are also available on the Right-click menu.
- If you merely look at the Edit menu or the right-click menu, these commands will be "Grayed-out". An item on a menu which is "grayed-out" indicates the command or option is not currently available for use. In the case of Cut, Copy, or Paste, in order to use these commands, something must have already been selected.
  - The commands of **Cut** and **Copy** are **Grayed-out** if nothing has previously been selected.
  - The **Paste** command remains **grayed-out** until something has been either Cut or Copied, since without something in the Clipboard, there is nothing to Paste.
  - Thus if nothing is currently selected, and nothing has previously been Cut or Copied, all three commands, Cut, Copy, Paste, will be grayed-out.
- When you **Cut** text, the selected text is immediately removed (disappears) from the document, and is placed into storage in the Clipboard.
  - The Clipboard is a difficult concept for some to understand, therefore I have included a section on the next page to specifically discuss the Clipboard.
  - A "cut" piece of **text** can be pasted repeatedly in most programs.
- When you use the **Cut** command on an object, (such as an icon, a file, or a folder) it does not immediately remove the item. Instead, Windows is only made aware that you "desire or intend" to move this item elsewhere. The object turns pale, awaiting to be "Pasted" at some other position (into another folder, or onto another drive, or disk).
  - If you never remember to "Paste" the object, nothing happens to it. It remains as is.
  - A cut **object** can only be pasted **once**, not repeatedly like text can. If you want to repeatedly place an object in multiple places (folders or disks), use the Copy command instead (as stated below).
- Using the **Copy** command, whether text or an object is selected, places an identical copy of the selected item (or items) into the Clipboard. There it remains; where it can be pasted once or repeatedly as many times as desired.
- After placing the cursor in a location by clicking there, choosing the **Paste** command places the text or object(s) stored in the clipboard at that place where the cursor is positioned.
  - When pasting text, it is inserted at the point of the Insertion point
    - Or replaces any text which is currently selected (meant to be replaced).
  - Again, if grayed-out, it means the Clipboard is empty (nothing was yet Cut or Copied).

Using the Cut/Copy/Paste/and Delete Commands (cont'd)

- **To differentiate between the CUT and the DELETE commands**
  - Regarding text,
    - **Cut** removes the selected text and deposits (saves temporarily) it into the clipboard for later use (Paste).
    - **Delete** removes the text immediately without warning, and it is gone permanently, and cannot be pasted.
  - With **objects**,
    - **Cut** command merely designates an object for subsequent moving. The object is still visible but "dimmed".
    - **Delete** removes the object immediately, but usually warns you first whether you intended to delete it, before the object disappears forever.
      - Forever is a long time. A deleted object traditionally goes to the Recycle Bin, from where it can hopefully be retrieved if deleted unintentionally.
- **Understanding the Concept of the Clipboard:**
  - You cannot see the Clipboard (unless you use "Clipboard viewer", and it is still not easily understood), but it is ALWAYS there, even when it is empty.
  - The Clipboard exists in the computer's RAM (working memory).
    - RAM is emptied (cleared out) each time the computer loses power, is shut down, or is restarted, therefore so anything in the Clipboard is also discarded. Any text saved to the clipboard and not pasted before the computer is turned off or restarted is lost.
    - However, **objects** currently chosen (selected) for cutting are not lost when the computer is turned off or restarted. As previously explained, with objects, they are only designated in the clipboard as "intended potentially" to be moved.
      - If they are not pasted somewhere, only the memory of them being designated (to be moved) is lost. In other words, the RAM forgets they were intended to be moved, and they remain where they were originally.
  - The Clipboard (except in special circumstances, as for example: recent versions of Microsoft Office) can hold only one selection of text or objects at a time.
    - Each time the Cut or Copy command is used, the entire **Contents** of clipboard is discarded and replaced with the new selection.
    - If you had Cut text, and failed to paste it somewhere before cutting or copying something else (either text or object), the text is lost.
      - Only one selection of anything is allowed in the clipboard at a time.
      - Text shoves out objects;
      - And objects shove out text.
    - **HINT:** If you have text you wish to retain for later use, but need to "Cut" or "Copy" something else first (and thus would lose it), start a new document and deposit the text currently in the clipboard onto the new document. You can then later retrieve it from there to insert into the original document when desired. If you want to protect that text from loss, or have several pieces of text for use another day, you can save that document containing cut text with a "related name", such as "**Current Document name fragments**", or similar.

In our next lesson (Lesson 4), we will discuss Email, and often using these word processing techniques.