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Introduction

This manual will detail most of the menu options found in the Word 2003 menu Edit. The Edit menu options discussed in this manual are:

◘ Office Clipboard
◘ Paste Special
◘ Clear Format or Contents
◘ Select All
◘ Find, Replace, Go To

Each menu item will be defined and will provide reasons to use that particular menu option. Following the background information, there will be a Step-by-Step that will provide instruction on how to use the tools and commands. Some processes that you perform from the menu, can also be done other ways. If there is an Alternative method, this would be the last part of each lesson.
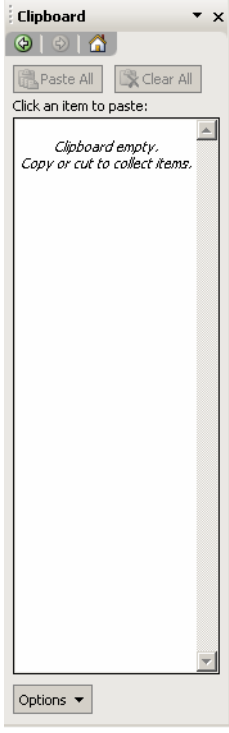
Office Clipboard

Definitions
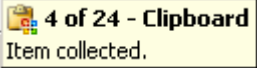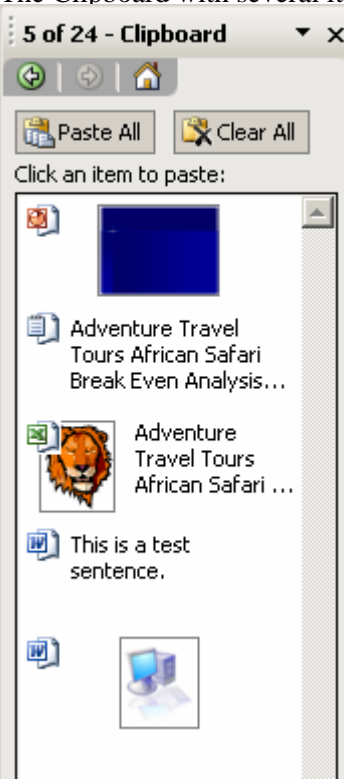
Word	Definition
Microsoft Office Clipboard	(Per Microsoft's Help) The Microsoft Office Clipboard allows you to collect text and graphic items from any number of Office documents and then paste them into any Office document.
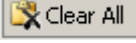
Why would you use this?

◘ To copy items from other Office programs into Word.
◘ To copy many items to the Clipboard at one time and then pasting into the Word document when needed.
◘

Step by Step

What you do	What happens
1. To copy items using the Office Clipboard, you need to open the Office Clipboard task pane. Choose from the menu: **Edit, Office Clipboard**	The Clipboard task pane displays.

What you do	What happens
2. If you prefer to not have the Clipboard open as you work, click on the **Options** button and click on **Collect without Showing Office Clipboard**. If you choose this method a reminder will display each time you copy an item in the bottom right corner of the window.	The notice that appears when you copy an item. **4 of 24 - Clipboard** Item collected.
3. If you have the Clipboard turned on and regardless of the Clipboard method you choose, you will see the **Clipboard** icon displayed in the system tray.	
4. Now, to copy to the Clipboard simply select the item (text, graphics, charts, etc) and copy. Remember that you can copy items from other Office programs such as PowerPoint, Excel, Outlook, or Access. You can copy several ways, but two quick methods are to right click with the mouse or you can use the **Copy** icon .	The Clipboard with several items. **5 of 24 - Clipboard** Paste All Clear All Click an item to paste: Adventure Travel Tours African Safari Break Even Analysis… Adventure Travel Tours African Safari … This is a test sentence.

What you do	What happens
5. After you have all the items copied, you can paste them into your Word document. To paste the item into a Word document, move your cursor over the item you want to paste in the Clipboard task pane. When you do this a drop down arrow will display on the right side of the item. Click on the arrow and select **Paste**.	
6. To clean the Clipboard, click on the **Clear All** ⬚Clear All button. To delete just one item from the Clipboard, move your cursor over the item you want to delete. When you do this a drop down arrow will display on the right side the item. Click on the arrow and select **Delete**.	
7. To turn off the Office Clipboard, you may need to right click on the icon in the status bar and select, **Stop Collecting**. You can also use the **Close** button in the top right corner of the Office Clipboard task pane.	

Alternative Methods

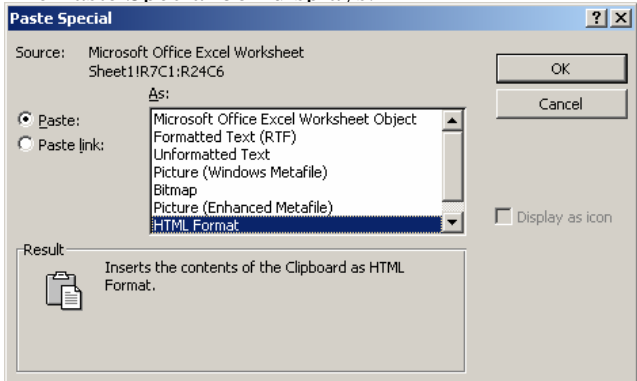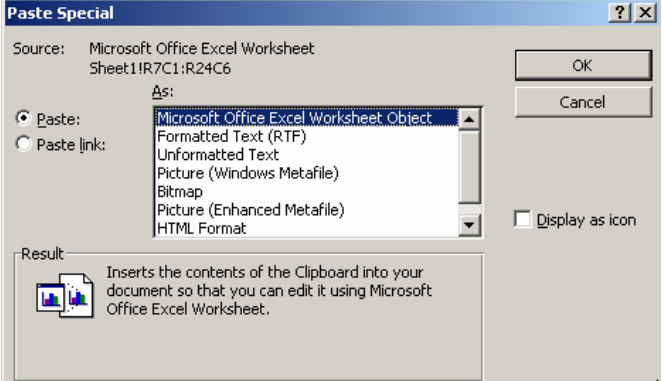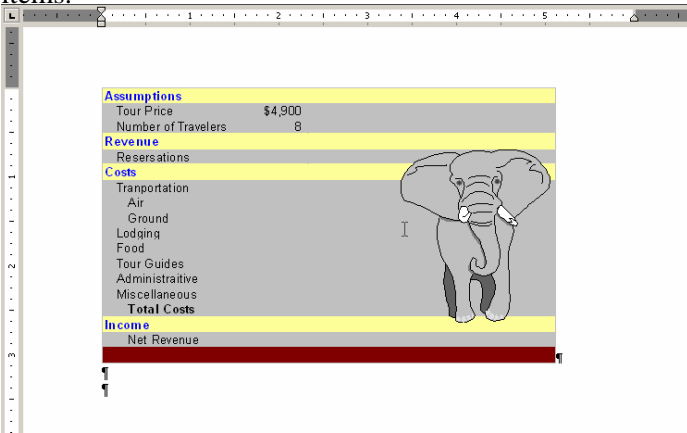| What you do	What happens
1. You can also copy and paste without using the Clipboard. However, if you use the traditional methods of copying you will only be able to paste the most recent copy and not those items before.	

Paste Special

Definitions

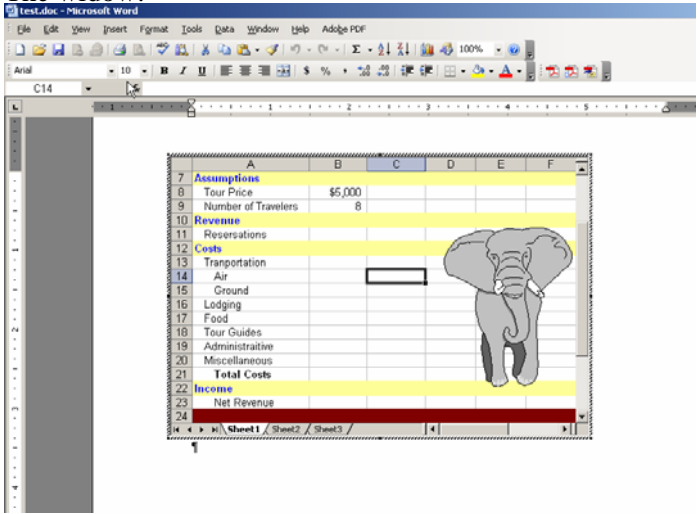| Word	Definition
Paste Special	Allows you to insert or embed an item into a Word document.

Why would you use this?

◘ To paste an Excel spreadsheet into your Word document that allows you to make changes in the Excel spreadsheet as if you were in Excel (embed).

◘ To paste a selection from another Office program into Word and then use this as a link to the other Office file (insert).

◘
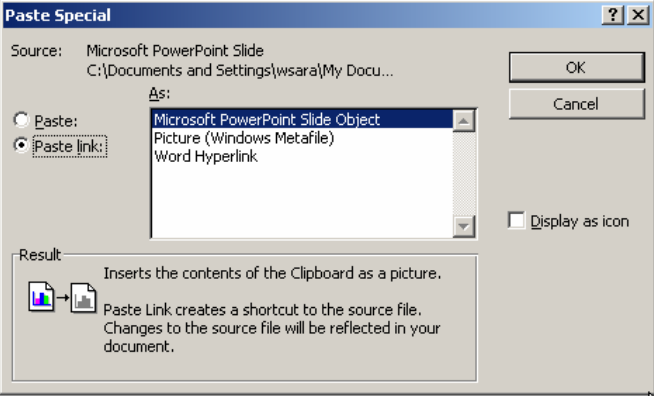
Step by Step

What you do	What happens
1. If you are pasting an item from another Office program, you must first save that file or add the selection to the Office Clipboard.	
2. Choose from the menu: **Edit, Paste Special**	The Paste Special box displays.

What you do	**What happens**
3. Verify that the **Paste** radio button is selected and choose from the As box, **Microsoft Office Excel Worksheet Object**.	The Paste Special box adjusts to your selections. Note the **Result** frame and what it says about the pasted object.
4. Click on the **OK** button.	The document will return with the embedded copied items.

What you do	What happens
5. If you need to edit the spreadsheet, you can double click with the mouse over the embedded object. Notice that the menu and toolbars from Excel are available for editing.	The widow:
6. If you select the option for **Display as icon** the icon that displays in the document appears similar to the following: You can then double click on this icon and go directly to the worksheet in Excel.	
7. Another option that you have using Paste Special is to link two Office files together. For example, you can put a PowerPoint slide in the Word document and when you want to go directly to the PowerPoint presentation, you can just double click and the presentation will open in PowerPoint rather than in a Word window.	

What you do	What happens
8. Select a slide from PowerPoint and copy it. Then, choose from the menu: **Edit, Paste Special** Then select the **Paste Link** radio button and select the option for **Microsoft PowerPoint Slide Object**. (This is an example for PowerPoint).	The Paste Special box appears similar to the following:
9. Click on the **OK** button.	The Word window displays with the copied slide:
10. To open the PowerPoint presentation, you can simply double clicking on the object. Any future changes made to the PowerPoint file, will appear in the "copy" of the slide when the Word file is opened.	

Paste as Hyperlink

Definitions

Word	Definition
Hyperlink	(Per Microsoft Help) Colored and underlined text or a graphic that you click to go to a file, a location in a file, a Web page on the WWW, or a Web page on an intranet.

Why would you use this?

- ◘ To paste a link to another location in a file (same file or different file).
- ◘

Step by Step

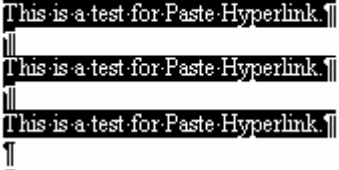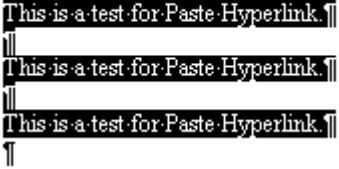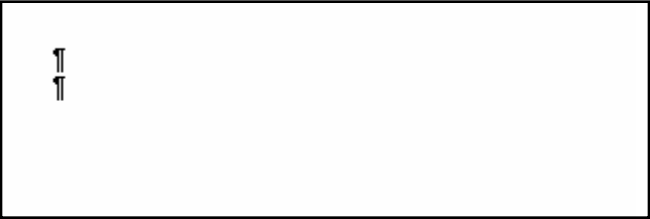| What you do	What happens
1. Copy the text, picture, chart, graph, etc. that you want the hyperlink to be connected to.	
2. Go to the location where you wan the hyperlink to display.	
3. Choose from the menu: **Edit, Paste as Hyperlink**	The copied item will now be a hyperlink to the location of that text or picture.

Clear, Formats or Contents

Why would you use this?

- �«ª To quickly remove formatting such as bold, italics, underline, color, font, or font size from selected text.
- ◫ To quickly remove selected text.
- ◫

Step by Step

What you do	What happens
1. Select the text that you want to remove formatting from. Note in the picture that the first line is a larger font size and is Ariel. The second line is a smaller font size and it is in bold. The last line is a different font and is larger.	The selected text. This·is·a·test·for·Paste·Hyperlink.¶ This is a test for Paste Hyperlink.¶ *This is a test for Paste Hyperlink.*¶ ¶
2. From the menu choose: **Edit, Clear, Formats**	The selected text reverts back to the Normal style of Times New Roman, 12 pt. This·is·a·test·for·Paste·Hyperlink.¶ ¶ This·is·a·test·for·Paste·Hyperlink.¶ ¶ This·is·a·test·for·Paste·Hyperlink.¶ ¶
3. Select the text that you want to delete.	The selected text. This·is·a·test·for·Paste·Hyperlink.¶ ¶ This·is·a·test·for·Paste·Hyperlink.¶ ¶ This·is·a·test·for·Paste·Hyperlink.¶ ¶

What you do	What happens
4. From the menu choose: **Edit, Clear, Contents**	The selected text has been deleted.

Alternative Methods

What you do	What happens
1. To clear the formatting, select the text and change the style to Normal using the Style list box.	

Select All

Why would you use this?
- ◘ To quickly select the entire document.
- ◘

Step by Step

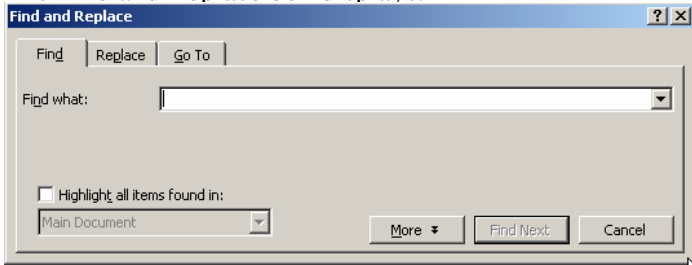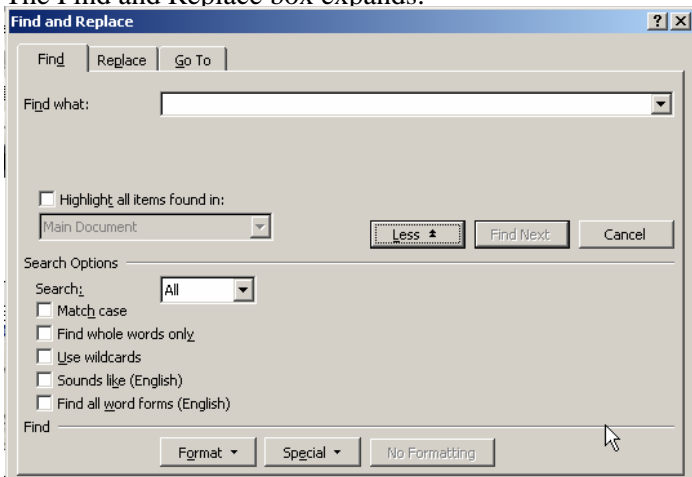| What you do	What happens
1. From the menu choose: **Edit, Select All**	The entire document is selected.

Alternative Methods

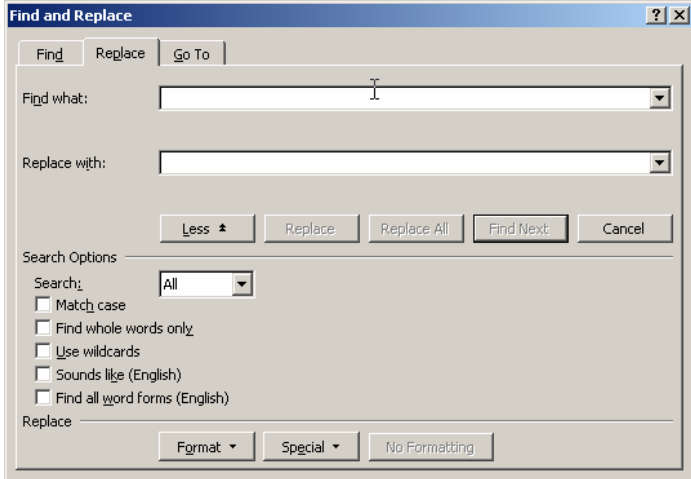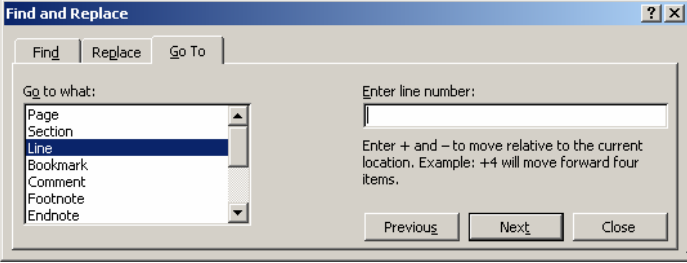| What you do	What happens
1. You can also use the keyboard command of **Ctrl + A**.	
2. Another method is to triple click in the Selection Bar.	

Find, Replace and Go To

Why would you use this?

◘ To locate all instances of a word or phrase in a document (can be case sensitive).

◘ To locate all instances of a word or phrase and make a change (can be case sensitive).

◘ Allows you to quickly jump to a certain page, section, comment, etc.

◘

Step by Step

What you do	What happens
1. From the menu choose: **Edit, Find** **Edit, Replace** **Edit, Go To** Regardless of the menu option you choose the Find and Replace box displays. The three tabs (Find, Replace, Go To) can be easily selected by clicking on the tab.	The Find and Replace box displays.
2. To have additional options available for finding, click on the **More** button.	The Find and Replace box expands.

What you do	What happens
3. On the Find tab you can locate a specific word. You can review each entry by clicking on the **Find Next** button or you can click in the **Highlight all items found in** checkbox to highlight all instances of the word or phrase in the document. You can also be more specific in your search and select the checkboxes under the **Search Options** section. A good search option to use is the **Match case** option. This can help you identify each instance of a word that may or may not need to be capitalized. This feature will allow you to find a possible problem with your document. To fix any instances of a word or phrase, see the next step.	
4. On the Replace tab you have the same functionality, but here you can replace all instances of a word or phrase. You can use the **Replace** button to replace one instance of a word or **Replace All** button to change all instances of a word.	The Replace tab:

What you do	What happens
5. On the Go To tab you can go directly to a specific page, section, comment, table, heading, etc. Select what you want to go to and then the identifying information in the **Enter…** field. You can then use the **Next** and **Previous** buttons to navigate.	The Go To tab:

Alternative Methods

What you do	What happens
1. You can open the Find and Replace box by using the keyboard combination of **Ctrl + F**.	
2. To quickly access the Replace tab, you can use the keyboard combination of **Ctrl + H.**	
3. To quickly access the Go To feature you can use the keyboard combination of **Ctrl + G**.	
4. You can also open the Find and Replace box by using the **Find** button on the Standard toolbar.	
5. On the vertical scroll bar, you can click on the **Select Browse Object** button. After you click on the button, move the mouse over and click on the **Find** button.	