

Lesson 7: Working with text

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- Setting the foundation
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- Some definitions

Lesson

Moving the cursor and making new lines and paragraphs

- 7.1** Positioning the cursor relative to a given word, phrase or 1-3 characters
- 7.2** Positioning the cursor by characters, words, lines, paragraphs or screens
- 7.3** Moving the cursor to a given character, word, line, paragraph or screen
- 7.4** Making new lines and paragraphs
- 7.5** Positioning the cursor at the beginning or end of a word, line, paragraph or document

Selecting text

- 7.6** Selecting text by specific word, phrase or character
- 7.7** Selecting characters, words, lines, paragraphs and screens near the cursor

Copying, cutting, pasting, deleting, formatting, undoing, redoing and duplicating

- 7.8** Copying, cutting, pasting, deleting, bolding and italicizing
- 7.9** Undoing, redoing, and scratching
- 7.10** Duplicating words, lines, paragraphs and selections

Specifying different forms of words

- 7.11** Capitalizing
- 7.12** Hyphenating, compounding and underscoring
- 7.13** Specifying symbolic, written and abbreviated forms of words
- 7.14** Conquering the difficult words “to” and “for”

Changing text on-the-fly

- 7.15** Making changes on-the-fly at the word level
- 7.16** Making changes on-the-fly at the key level

Going faster: Advanced selecting

- 7.17** Selecting the top or bottom portion of a word, line, paragraph or document
- 7.18** Selecting characters, words, lines and paragraphs on both sides of the cursor
- 7.19** Selecting a character of a word, word of a line, line of a paragraph, or paragraph

Going faster: Advanced combinations

- 7.20** Moving the cursor and selecting text
- 7.21** Selecting text and copying, cutting, pasting, deleting, bolding, italicizing, or hitting a keyboard shortcut
- 7.22** Selecting text and clicking the mouse

Going faster: Advanced moving

- 7.23** Moving the cursor by character, line or screen a number of times in a row
- 7.24** Moving characters, words, lines and paragraphs

Movement and selection review charts

Review Tour: Working with text

Text Drill 1: On-the-fly editing with Before

Text Drill 2: On-the-fly editing with Resume With

Text Drill 3: Moving Text

Text Drill 4: Editing Cat History