# Common Word Commands

**Directions:**  Listen to the lecture and make the changes as you hear them. Make the changes in the Word Commands document and answer the questions below.

1. In this typing mode, characters move over after the insertion point as you type.
2. Switch from Insert to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(typeover) by pressing the Insert key.
3. When typing, which key deletes characters after the insertion point (right)?
4. When typing, which key deletes characters before the insertion point (left)?
5. Write down the grouping where the date option is found.
6. In the box provided, draw the Undo tool found on the Quick Access toolbar.

Word remembers and allows you to undo hundreds of actions.

1. When selecting text using the left mouse button, how many clicks will select a word?
2. If the mouse is located in a paragraph, how many clicks to select the paragraph?
3. Where is the selection bar located?
4. How many clicks in the selection bar will select a paragraph?
5. What keystroke will select a whole document?
6. Using the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ allows you to format text without switching back to the **Home** tab.
7. In which ribbon can you access the cut, copy, and paste commands?
8. What is the name of the temporary storage place for cut or copied data?
9. What button in the **Window** grouping allows the screen to be split into two panes?
10. In which tab and grouping is the Find and Replace option located?
11. Write down the following keystrokes that will move the insertion point:

Beginning of document \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, End of document \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beginning of the line \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, End of the line \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Press page down to move down one whole (full) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How is a misspelled word indicated in the text?
2. How is a grammatical error indicated in the text?
3. How can you add the Print Preview button to your Quick Access Toolbar?