

13.1 Create or Edit a Document

Syllabus 2026 - 2028

WHAT YOU NEED TO KNOW

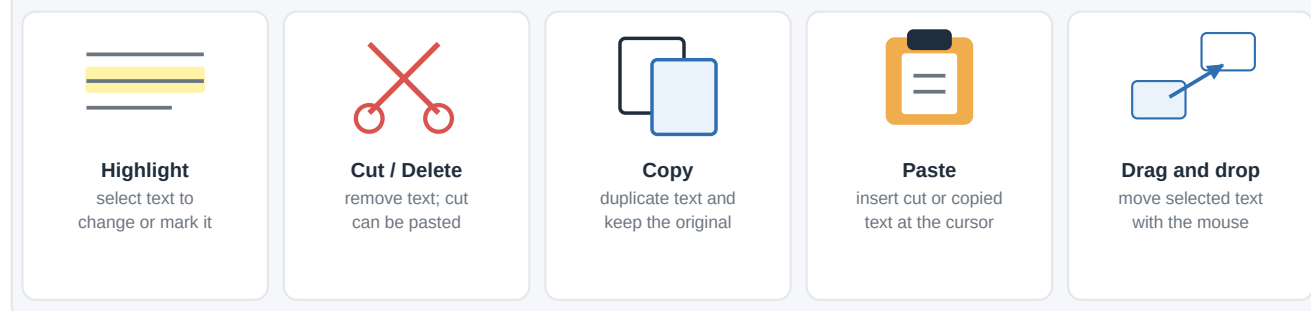
- Enter and modify text and numbers with total accuracy
- Use editing techniques: highlight, delete, move, cut, copy, paste, drag and drop
- Place objects into a document from a variety of sources: text, image, screenshot, shapes, table, graph or chart, spreadsheet extract, database extract
- Wrap text around a table, chart or image: above, below, square and tight

Entering and modifying text and numbers

- Enter text and numbers with **total accuracy**: the content must match the source exactly, including spelling, capital letters, punctuation, symbols and spacing
- **Proofread** after typing, and use the spell checker, but check it by eye because a spell checker misses real words used wrongly, such as 'there' for 'their'
- Numbers must be correct, with the right decimal places, currency symbols and units
- **Modify** an existing document by editing only what is needed and keeping the rest unchanged

Editing techniques

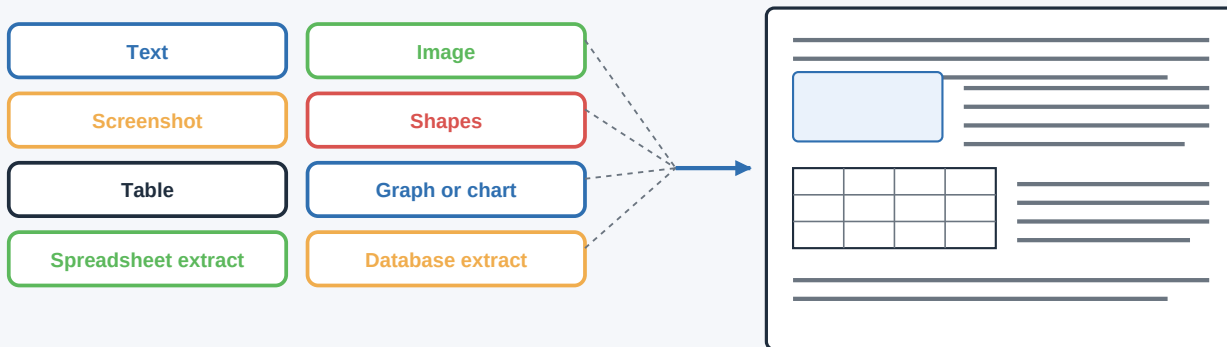
Figure 60: Editing techniques



Technique	What it does	Shortcut
Highlight (select)	Marks text so it can be changed; also a coloured background to draw attention	Click and drag, or double-click a word
Delete	Removes the selected text or the character next to the cursor	Delete or Backspace
Cut and paste (move)	Removes the text and places it elsewhere	Ctrl+X, then Ctrl+V
Copy and paste	Duplicates the text and leaves the original	Ctrl+C, then Ctrl+V
Drag and drop	Moves selected text with the mouse to a new place	Select, then drag

Placing objects from different sources

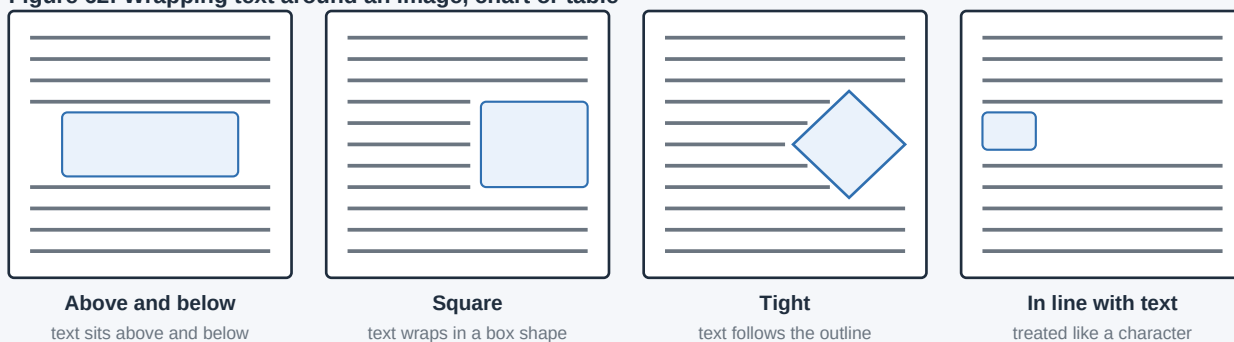
Figure 61: Objects can be placed into a document from many sources



- **Text** from another document; **image** from a file or the internet; **screenshot** of the screen
- **Shapes** drawn in the application; **table** created in the document
- **Graph or chart** from a spreadsheet; **spreadsheet extract** and **database extract** pasted or imported as a table or picture
- Check that each object is placed in the correct position, is the right size and does not overlap the text

Text wrapping

Figure 62: Wrapping text around an image, chart or table



Wrapping	Effect
Above and below	Text stops above the object and restarts below it, and no text appears beside it
Square	Text flows round the rectangular edge of the object
Tight	Text follows the outline of the object so little space is wasted
In line with text	The object is treated as a character and sits on a line of text

EXAM TIP

Accuracy matters: a single wrong letter or number loses marks. After placing an object, **check its text wrapping** and position before saving, and read the instruction in the task carefully (for example 'wrap text tight around the image').

Key terms

Term	Meaning
Highlight	Select text, or colour its background.
Cut	Remove content and keep it ready to paste.
Copy	Duplicate content and leave the original.
Paste	Insert cut or copied content.
Drag and drop	Move selected content with the mouse.
Text wrapping	How text flows around an object.
Screenshot	An image of what is displayed on the screen.
Proofread	Check text carefully for errors.

Practice questions

Answer each question in full sentences. Command words used: State (give a short answer), Describe (say what it is like), Explain (give reasons), Analyse (break it down and examine it), Suggest (apply your knowledge to a situation), Compare and contrast (similarities and differences), Evaluate (weigh up and reach a judgement).

No.	Question	Marks
1	State two editing techniques that can be used to move text in a document.	[2]
2	Describe how a chart in a spreadsheet can be placed in a word-processed document.	[3]
3	Explain why text should be proofread, as well as spell-checked.	[3]
4	Compare and contrast 'square' and 'tight' text wrapping.	[4]
5	Suggest a suitable text wrapping setting for a photograph in the middle of a newsletter, giving a reason.	[3]

Total: 15 marks