

LESSON 183

MS WORD DRAG & DROP TEXT WORD 2000 LINE NUMBERING

While I enjoy using my keyboard to move around in Word, using a mouse to drag and then drop text makes my work easier, because its faster than cutting and then pasting highlighted text.

Select the word, sentence or paragraph you want to move. If you used the mouse to highlight the text, release the mouse button. Now click the left mouse button, hold it down and drag the selected text to another place in your document. When you release the mouse button, the text moves to the new location.

Legal documents use line numbers down the left margin so that a specific item in the document can be referred to by page and line number with pinpoint accuracy. Using line numbers can eliminate possible ambiguities.

You can apply this system to documents you create in Word. Start a new document; click on File and then on Page Setup. Click the Layout tab and then click the Line Numbers box. Click in the box that appears to the left of "Add line numbering", and then click on the options that fit your requirements. You can, in the Numbering section, set line numbering to restart each page, to restart at each section, or to create continuous line numbering.

Click OK twice to save your settings and you're set to start typing text.

