INSERT TEXT IN WORD 2010

Many times it is required to go back and insert an additional text in an existing line. Microsoft word provides two ways to insert text in existing text and we will show how to use both the methods of inserting text:
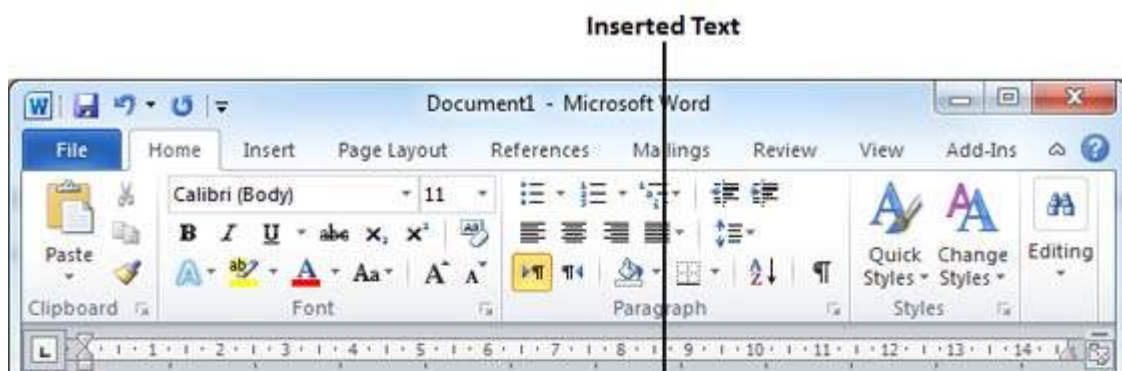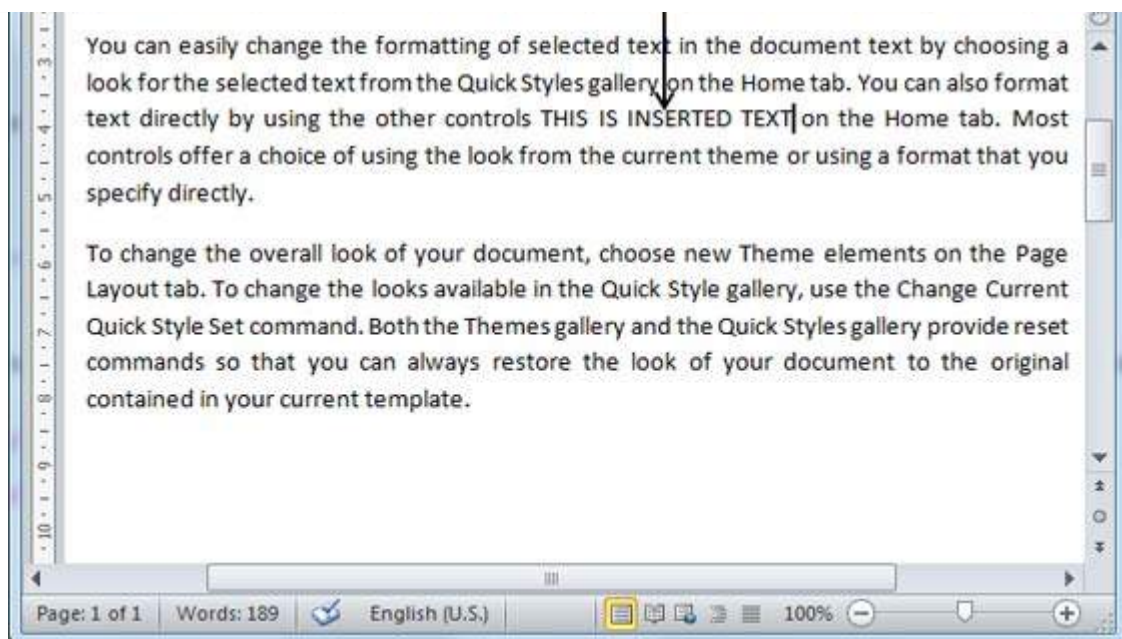
Insert and Add Text:

First we will see how inserted text will be added into the existing content without replacing any existing content.

Step 1: Click the location where you want to insert text or you can use keyboard arrows to locate the place where you would like to insert the text.
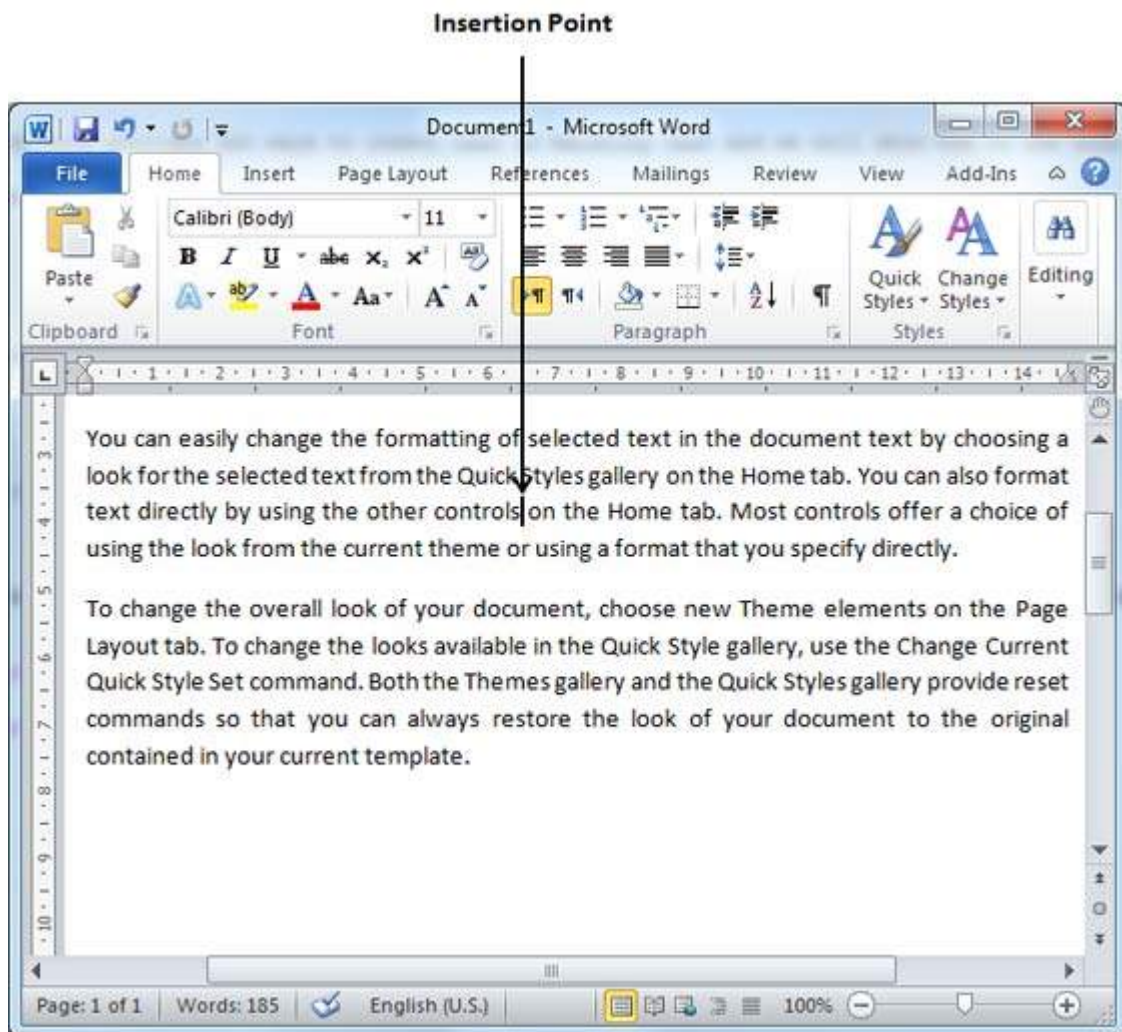
Step 2: Start typing your text you want to insert. Word inserts the text to the left of the insertion point, moving existing text to the right.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls THIS IS INSERTED TEXT on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.
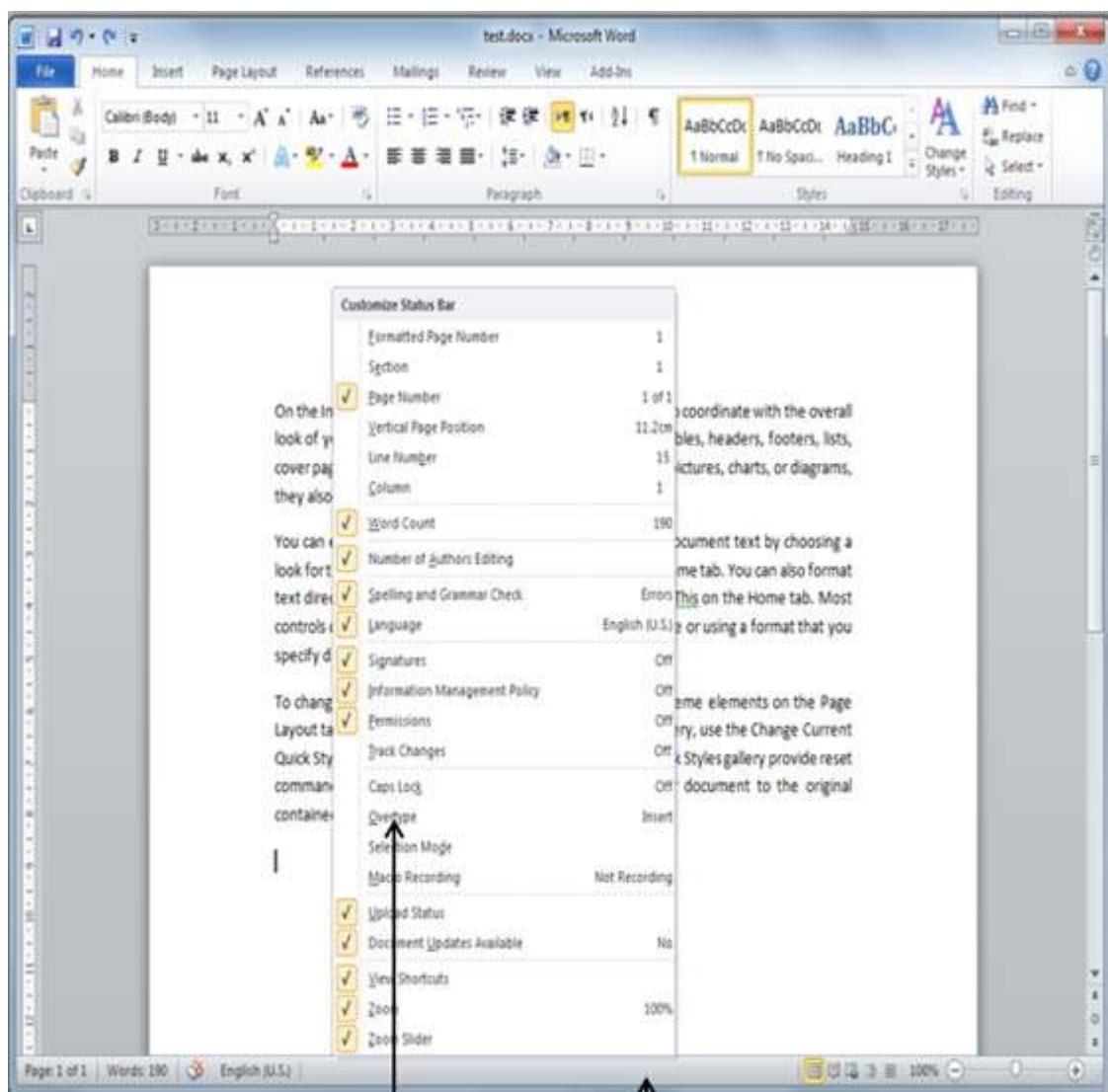
Insert and Replace Text:

In this insertion mode, text will be added into the existing content but same time it will over write all the content which comes in its way.
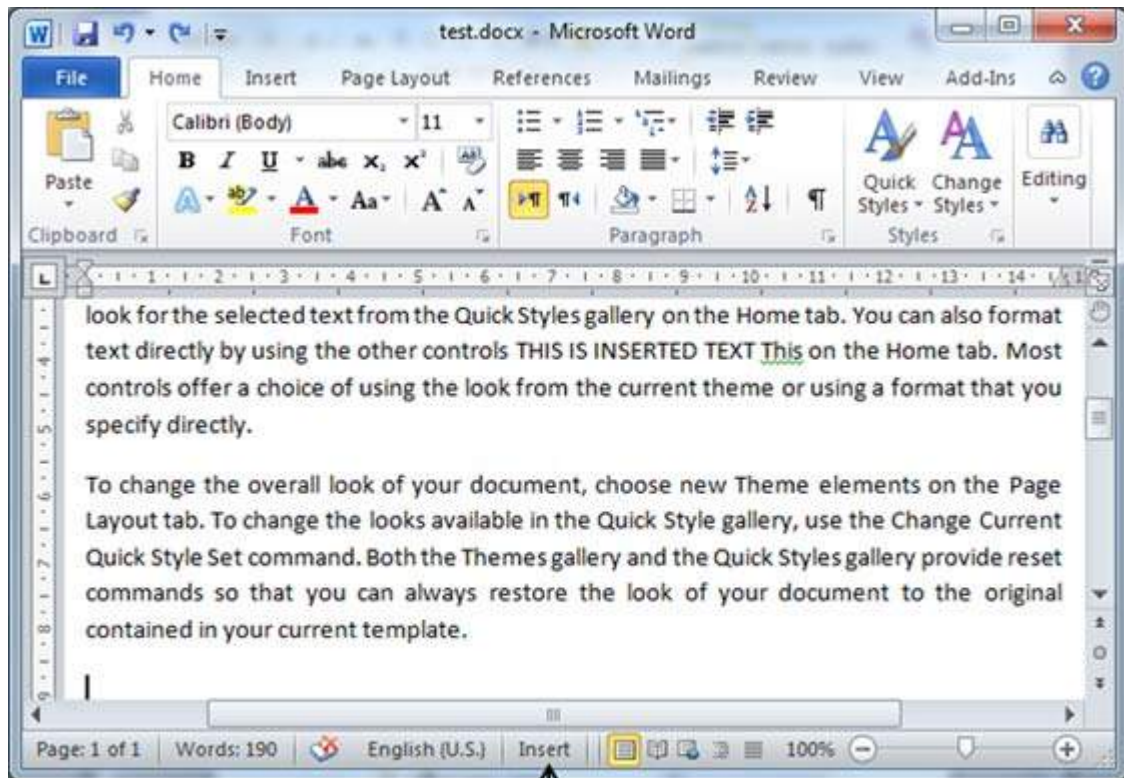
Step 1: Right-click the status bar and select **Overtype** option from the displayed menu.
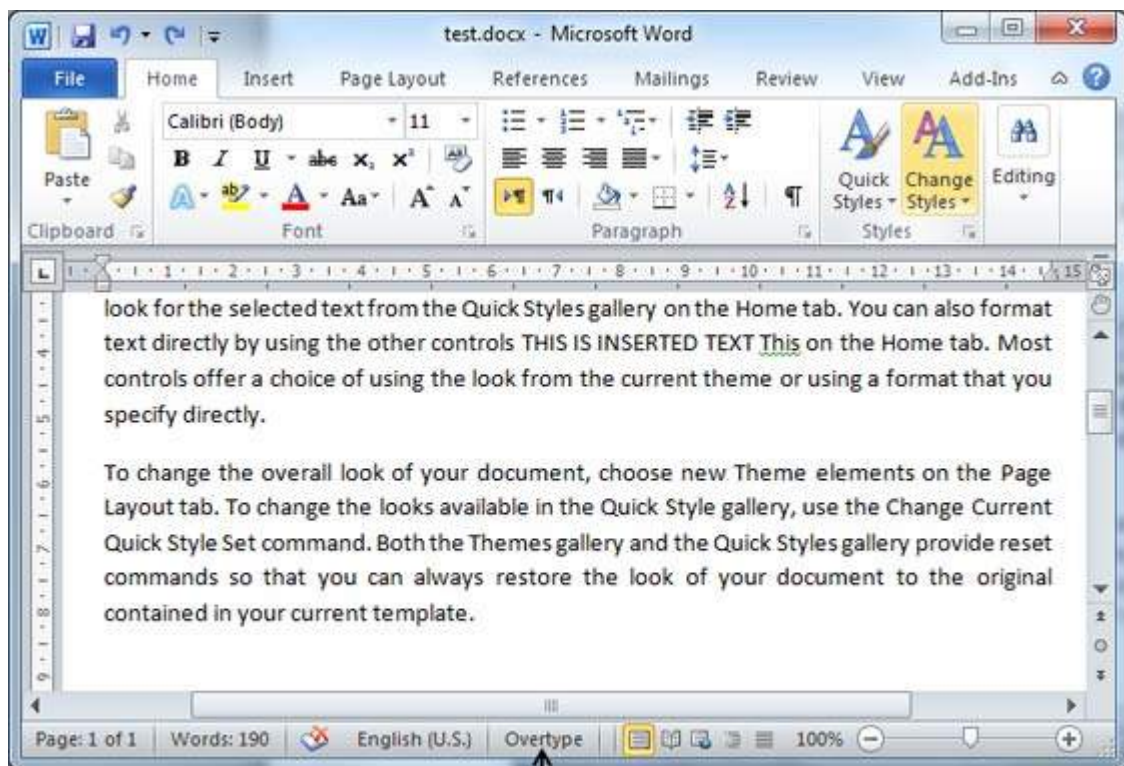

Overtype Option   **Status bar**

When you select over type option, status bar will show **insert** mode as shown below:

Insert Mode

Step 2: Click on the **Insert** text available at the status bar and it will switch to **Overtype** mode as shown below:
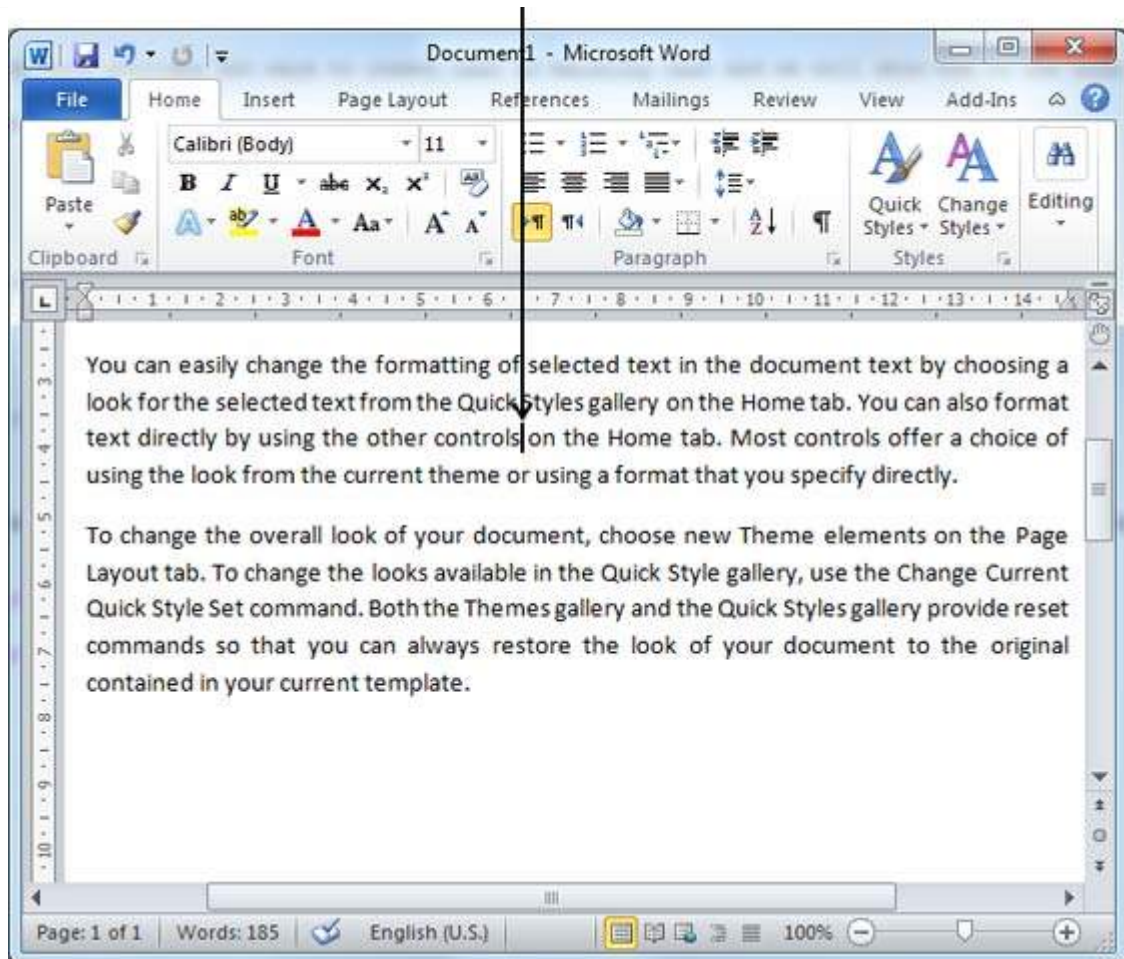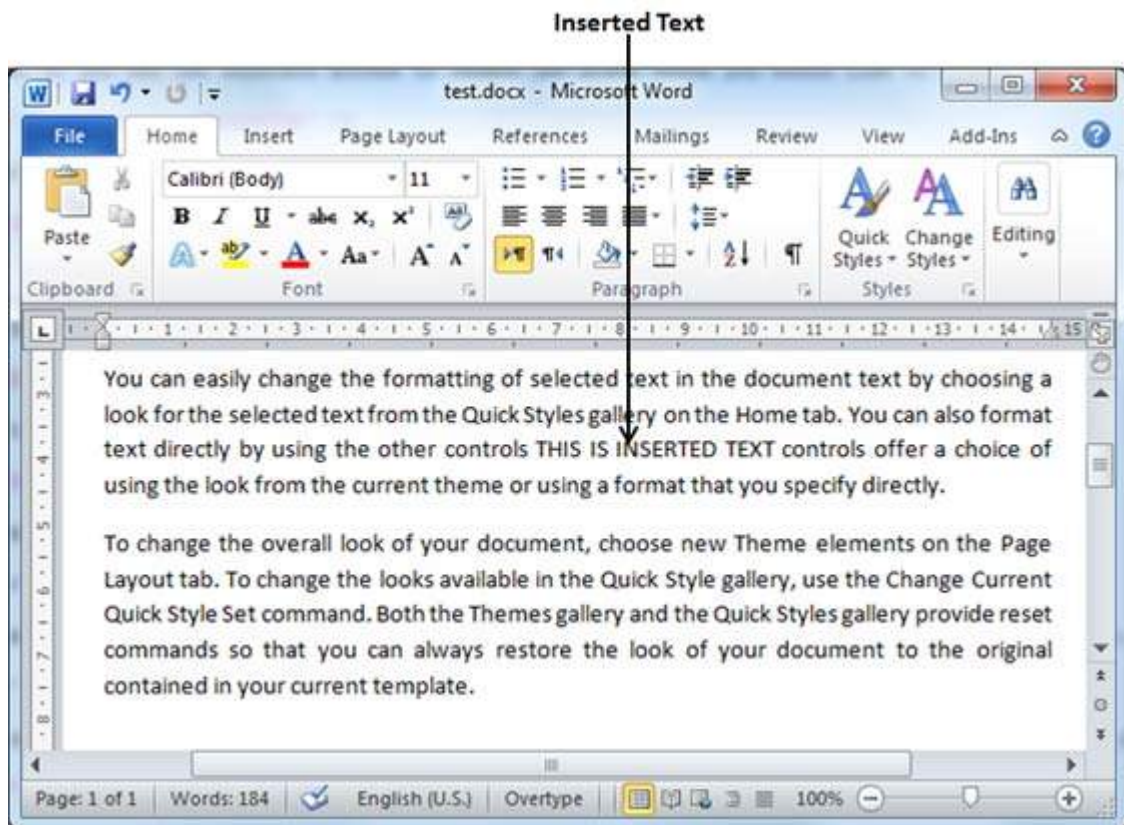

Overtype Mode

Step 3: Now click the location where you want to insert text or you can use keyboard arrows to locate the place where you would like to insert the text.

Insertion Point

Step 4: Start typing your text you want to insert. Word would replace the existing text with the newly typed text without moving position of the exiting test.

Note: Microsoft Word 2010 disabled the functionality of **Insert** key and it does nothing, so you would have to follow up above mentioned procedure to turn-on or off insert mode.