

## Keystrokes for Moving the Insertion Point

It is possible to move around a document with the mouse and toolbars. However, sometimes it is quicker to move around using the keyboard. The following table shows a list of keystrokes that will help in moving around a Word document using the keyboard.

<b>Press</b>	<b>To Move The Insertion Point</b>
<b>Home</b>	To the beginning of the current line
<b>End</b>	To the end of the current line
<b>Page Up</b>	To the previous screen
<b>Page Down</b>	To the next screen
<b>Left arrow or Right Arrow</b>	Left or right one character at a time
<b>Up arrow or Down Arrow</b>	Up or down one line at a time
<b>Ctrl + Left Arrow</b>	Left one word at a time
<b>Ctrl + Right Arrow</b>	Right one word at a time
<b>Ctrl + Up Arrow</b>	Up one paragraph at a time
<b>Ctrl + Down Arrow</b>	Down one paragraph at a time
<b>Ctrl + Up Arrow Twice</b>	To beginning of previous paragraph
<b>Ctrl + Home</b>	To the beginning of a document
<b>Ctrl + End</b>	To the end of a document
<b>Ctrl + Page Up</b>	To the top of the previous page
<b>Ctrl + Page Down</b>	To the top of the next page
<b>Alt + Ctrl + Page Up</b>	To the top of the document window
<b>Alt + Ctrl + Page Down</b>	To the bottom of the document window
<b>Alt + F9</b>	To display field codes in merge documents

## Keyboard Shortcuts

Shortcut keys are used to bypass menus and carry out commands directly. Shortcut keys may be used to access commands and toolbar buttons, along with repeating the last action that was performed. These keys are sometimes listed beside the command on the Word menus. For example, on the Edit menu, the Find command lists the shortcut CTRL + F. In addition to the commands listed in the table there are additional shortcuts available. For a more comprehensive list of shortcuts than are listed in the table, complete the following steps:

- ❖ Choose **Tools** from the **Menu Bar**.
- ❖ Click the **Macros** selection from the list of options.
- ❖ If **Macros** doesn't show on the list, click the double downward pointing arrows to display the complete list of commands.
- ❖ In the **Macros** in box, click **Word Commands**.
- ❖ In the **Macro** name box, start keying **List Commands**.
- ❖ The choice **List Commands** will display in the list below the box.
- ❖ Click on **List Commands** to select it.
- ❖ Click **Run**.
- ❖ In the **List Commands** dialog box, click **Current menu and keyboard settings**.
- ❖ The list of commands will be displayed in a new Word document.
- ❖ To **Print** the list: Click **File** on the Menu Bar and click **Print**.

Shortcut Keys	Activity
<b>F1</b>	Microsoft Word Help
<b>F7</b>	Spelling and Grammar Check
<b>Shift + F1</b>	What's this? (Describes the function presently being done)
<b>Shift + F3</b>	Change Case
<b>Shift + F7</b>	Open the thesaurus
<b>Ctrl + A</b>	Select all
<b>Ctrl + B</b>	Bold
<b>Ctrl + C</b>	Copy
<b>Ctrl + E</b>	Center text
<b>Ctrl + F</b>	Find and Replace
<b>Ctrl + G</b>	Go to page, section, line, etc.
<b>Ctrl + H</b>	Replace
<b>Ctrl + I</b>	Italicize
<b>Ctrl + J</b>	Justify text
<b>Ctrl + K</b>	Insert a hyperlink
<b>Ctrl + L</b>	Left-align text

<b>Shortcut Keys</b>	<b>Activity</b>
<b>Ctrl + N</b>	New Document
<b>Ctrl + O</b>	Open
<b>Ctrl + P</b>	Print
<b>Ctrl + R</b>	Right-align text
<b>Ctrl + S</b>	Save
<b>Ctrl + U</b>	Underline
<b>Ctrl + V</b>	Paste
<b>Ctrl + X</b>	Cut
<b>Ctrl + Y or F4</b>	Repeat the last action
<b>Ctrl + Y</b>	Redo
<b>Ctrl + Z</b>	Undo
<b>Ctrl + 1 (one)</b>	Single-space text
<b>Ctrl + 2 (two)</b>	Double-space text
<b>Ctrl + 5 (five)</b>	Format text with 1.5 line spacing
<b>Ctrl + Home</b>	Go to the beginning of the document
<b>Ctrl + End</b>	Go to the end of the document
<b>Ctrl + Shift + Home</b>	Select to the beginning of the document
<b>Ctrl + Shift + End</b>	Select to the end of the document
<b>Ctrl + Backspace</b>	Delete a word to the right of the insertion point.
<b>Delete Key</b>	Delete characters to the right of the insertion point.
<b>Backspace Key</b>	Delete characters to the left of the insertion point.
<b>Ctrl + Delete</b>	Delete a word to the left of the insertion point.

## Methods for Selecting Text with the Mouse and the Keyboard

To select	Mouse	Keyboard	Mouse and Keyboard
A word	Double-click the word	Move the insertion point to the beginning of the next word, hold down the Ctrl + Shift keys, and then press the right-arrow button once	
A line	Click in the selection bar next to the line	Move the insertion point to the beginning of the line, hold down Ctrl + Shift, and press the right-arrow key until the line is selected	
A sentence			Press and hold down the Ctrl key, and click within the sentence
Multiple lines	Click and drag in the selection bar next to the lines.	Move the insertion point to the beginning of the first line, hold down Ctrl + Shift, and press the right-arrow key until all the lines are selected	
A paragraph	Double-click in the selection bar next to the paragraph or triple-click within the paragraph	Move the insertion point to the beginning of the first paragraph, hold down Ctrl + Shift, and press the down-arrow key	
Multiple paragraphs	Click and drag in the selection bar next to the paragraphs, or triple-click within the first paragraph and drag.	Move the insertion point to the beginning of the first paragraph, hold down Ctrl + Shift, and press the down-arrow until all the paragraphs are selected	
Entire Document	Triple-click in the selection bar	Press Ctrl + A	Press and hold down the Ctrl key and click in the selection bar
A block of text			Click on the beginning of the block of text, press and hold down the Shift key, and click at the end of the block