

KEYSTROKES FOR MOVING THE INSERTION POINT

It is possible to move around a document with the mouse and ribbons. 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.

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