

MOVING AROUND A DOCUMENT

There are several different ways to move around in a document. The list below describes some of these ways.

Keyboard Methods

- ❖ **End** - Press this key on the keyboard to move the insertion point to the end of a line.
- ❖ **Home** - To move the insertion point to the beginning of a line, press this key on the keyboard.
- ❖ **CTRL + End** - Press this key combination to move the insertion point to the end of a document.
- ❖ **CTRL + Home** - To move the insertion point to the beginning of a document, press this key combination.
- ❖ **Arrow Keys**
 - **Right, Left, Up, Down** - To move the insertion point one character or line at a time, press one of these keys.
 - **CTRL + Right Arrow** - Press this key combination to move the insertion point one word to the right.
 - **CTRL + Left Arrow** - To move the insertion point one word to the left, press this key combination.
- ❖ **Page Up** - To move the document up one screen at a time, press this key.
- ❖ **Page Down** - Press this key to move the document down one screen at a time.

Scroll Bars

These bars appear along the right side and the bottom of the document window. They are used to move around the document.

- ❖ **Up Scroll Arrow** - This arrow is used to move through a document line by line. Just click the arrow to move up in the document.
- ❖ **Down Scroll Arrow** - This arrow is used to move through a document line by line. Just click the arrow to move down in the document.
- ❖ **Scroll Box** - This box is used to move through the document. Just click the box and drag the mouse up and down to move around in the document.
- ❖ **Previous Page** - This button is used to scroll up one page in the document.
- ❖ **Select Browse Object** - This button is used to select from several options for browsing through a document, such as by header, footer, endnotes, page, or table.
- ❖ **Next Page** - Use this button to scroll down one page in the document.

