

## Word: Moving Around Your Document & Highlighting Text

### Moving around your Document

#### Mouse Method:

To move your cursor to any point in your document:

**Place** the mouse pointer to where in the document you want to go and **click** the **left-hand mouse button**.

*The insertion point looks like an uppercase I.*

#### Keyboard Method:

To Move	Press
1 character to the left	←
1 character to the right	→
1 line up	↑
1 line down	↓
1 word to the left	CTRL + ←
1 word to the right	CTRL + →
To the end of a line	END
To the beginning of a line	HOME
1 paragraph up	CTRL + ↑
1 paragraph down	CTRL + ↓
1 screen down	PAGE DOWN
1 screen up	PAGE UP
To the end of a document	CTRL + END
To the start of a document	CTRL + HOME

### Highlighting Text

#### Mouse Method:

<b>1 word</b>	<b>place cursor</b> to word and <b>double click</b>
<b>1 sentence</b>	<b>place cursor</b> to the beginning of the sentence, press <b>CTRL</b> and <b>click</b>
<b>1 line</b>	<b>take pointer</b> into the left margin opposite text to be highlighted and <b>click</b>
<b>1 paragraph</b>	<b>take pointer</b> into the left margin opposite text and <b>double click</b>
<b>More than 1 paragraph</b>	<b>take pointer</b> into the left margin opposite text - <b>click, hold and drag</b> as far as you require
<b>Whole Document</b>	<b>take pointer</b> into the left margin, press <b>CTRL</b> and <b>click</b>

#### Keyboard Method:

To Highlight	Press
1 character to the right	Shift + →
1 word to the right	Shift CTRL + →
1 line	Shift + ↓
1 paragraph	Shift CTRL + ↓
From cursor to end Of document	Shift CTRL + End
From cursor to beginning Of document	Shift CTRL + Home
Whole document	CTRL + A