



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:

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

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