11 Using keys to move around in the text

Ways to move around quickly in the text.

1  Open a new blank document.
2  Fetch a piece of text from the Word Help into the current document, as shown in “10 Capturing text for processing”.
3  Click somewhere on the first row.

Figure 11-1

![The cursor is blinking here.]

Microsoft Office Word 2003 Privacy Statement

This document was last updated on April 18, 2003.

General

4  Somewhere on your keyboard you should have keys like those shown in Figure 11-2:

Figure 11-2

![Insert Home Page Up Delete End Page Down Arrows]
Do the following tasks and after each pressing, check where the text cursor is blinking:

- press END once
- press HOME once
- press CTRL+END once
- press CTRL+HOME once
- press CTRL+→ three times
- press CTRL+← three times
- press → four times
- press ← four times
- press ↓ three times
- press ↑ three times
- press PAGE DOWN three times
- press PAGE UP three times

Now, one exercise more with an arrow key. When it’s needed to do some accurate task with the text worked on, click first by mouse nearby.

Click on the word “display”, as shown in Figure 11-3 below:
7 Move with the right arrow key to the right after the comma sign, as shown in Figure 11-4:

Figure 11-4

General

As with all Microsoft Office System products, Microsoft Office 2003 allow you to quickly assemble, display, and share your data with committed to helping protect the privacy of your data and helping control over how your data is used and distributed.

8 Press SPACEBAR once and type “save,”.

Figure 11-5

General

As with all Microsoft Office System products, Microsoft Office 2003 allow you to quickly assemble, display, save, and share your data committed to helping protect the privacy of your data and helping control over how your data is used and distributed.

9 Close the document.
Summary

Here is the list to remember:

- to go to the end of the line  
  press END

- to go to the beginning of the line  
  press HOME

- to go to the end of the document  
  press CTRL+END

- to go to the beginning of the document  
  press CTRL+HOME

- one word right  
  press CTRL+→

- one word left  
  press CTRL+←

- one character right  
  press →

- one character left  
  press ←

- one line down  
  press ↓

- one line up  
  press ↑

- one screenful down (approximately)  
  press PAGE UP

- one screenful up (approximately)  
  press PAGE DOWN