

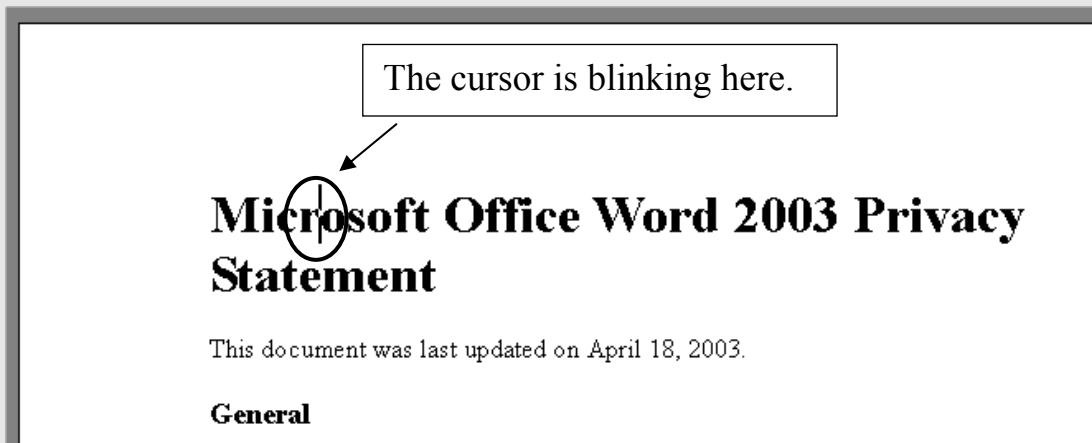
11

Using keys to move around in the text

Ways to move around quickly in the text.

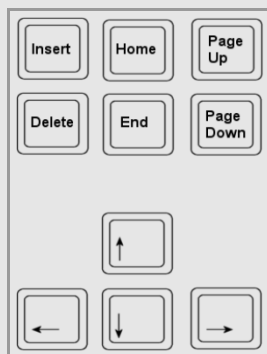
- 1 Open a new blank document.
- 2 Fetch a piece of text from the Word Help into the current document, as shown in “10 Capturing text for processing”.
- 3 Click somewhere on the first row.

Figure 11-1



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

Figure 11-2



5 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.

6 Click on the word "display", as shown in Figure 11-3 below:

Figure 11-3

Microsoft Office Word 2003 Privacy Statement

This document was last updated on April 18, 2003.

General

As with all Microsoft Office System products, Microsoft Office 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.

- 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 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 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