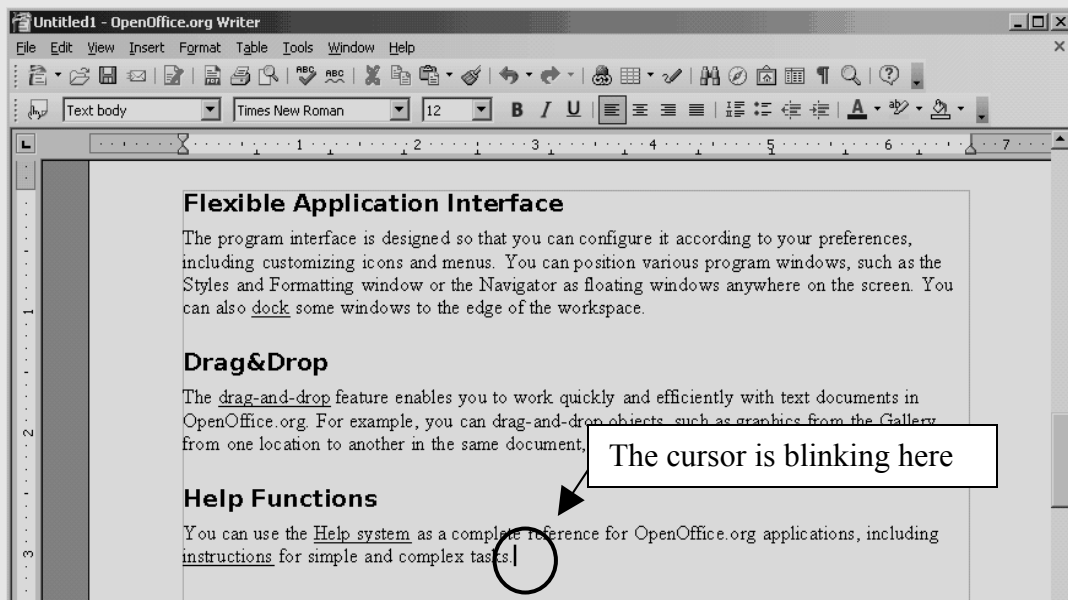


11 Using keys to move around in a text

Ways to move around quickly in a text.

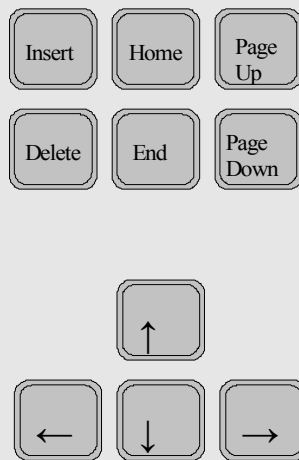
- 1 Open a new blank document.
- 2 Fetch a piece of text from the Writer Help into the current document as shown in '10 Capturing text for processing' .

Figure 11-1



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

Figure 11-2



4 Do the following tasks and after each pressing, check where the text cursor is blinking:

press *Home* once

press *Ctrl+Home* once

press *End* once

press *Ctrl+End* once

press *Ctrl+ ←* three times

press *Ctrl+ →* three times

press *←* four times

press *→* four times

press *↑* three times

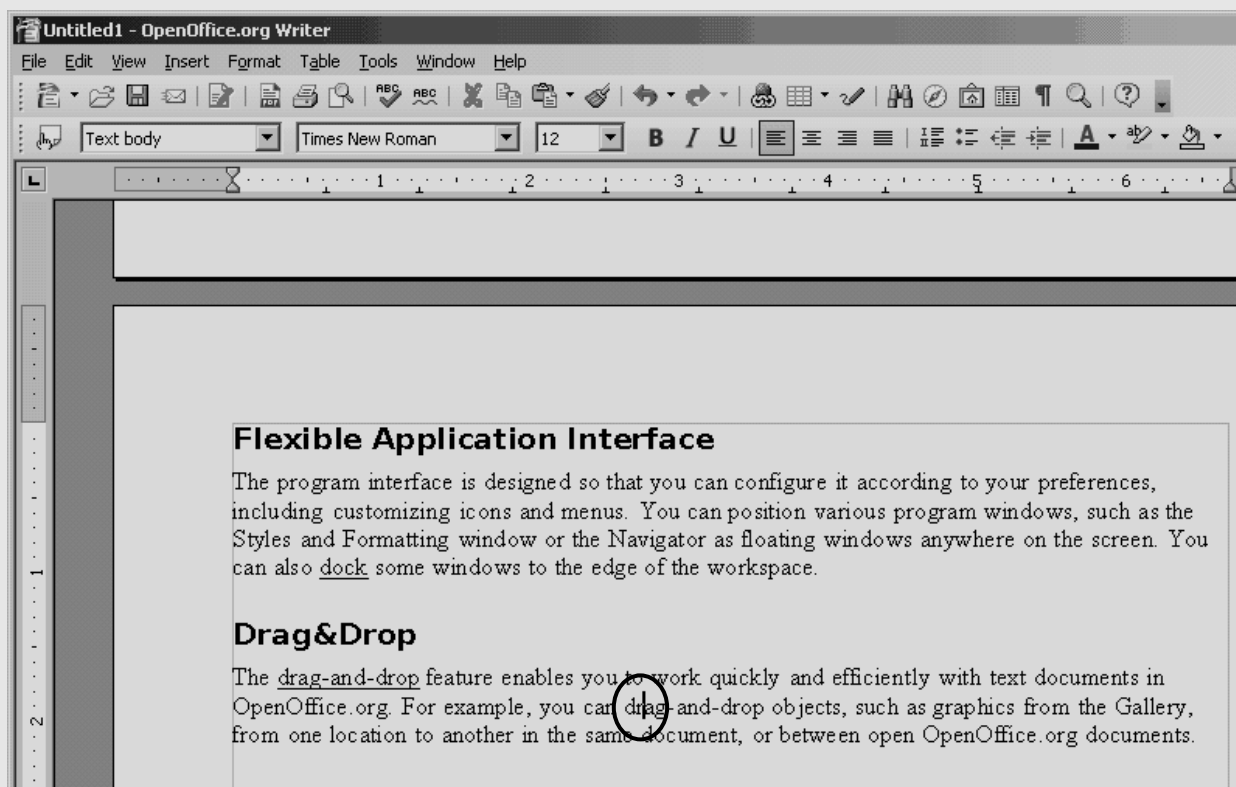
press *↓* three times

press *Page Up* three times

press *Page Down* three times

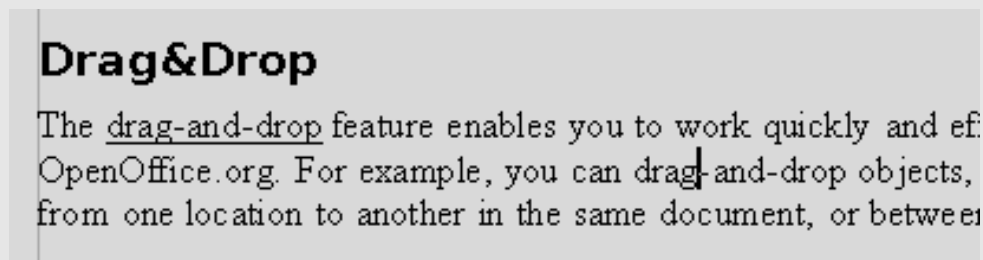
Now, one exercise more with an arrow key.

Figure 11-3



- 5 Click on the word 'drag' as shown in Figure 11-3 above. Then move with the arrow key → to the right up to the dash sign as shown in Figure 11-4:

Figure 11-4



- 6 Remove the dash and replace it with a space. Do the same with the other dash sign.

Figure 11-5

Drag&Drop

The drag-and-drop feature enables you to work quickly and efficiently. For example, you can drag and drop objects, such as text, from one location to another in the same document, or between open documents.

7 Close the document without saving.

Summary

Here is the list to remember:

- to go to the beginning of the line
press *Home*
- to go to the end of the line
press *End*
- to go to the beginning of the document
press *Ctrl+Home*
- to go to the end of the document
press *Ctrl+End*
- one word left
press *Ctrl+←*
- one word right
press *Ctrl+→*
- one character left
press *←*

- one character right
press →
- one line up
press ↑
- one line down
press ↓
- one page up (approximately)
press *Page Up*
- one page down (approximately)
press *Page Down*