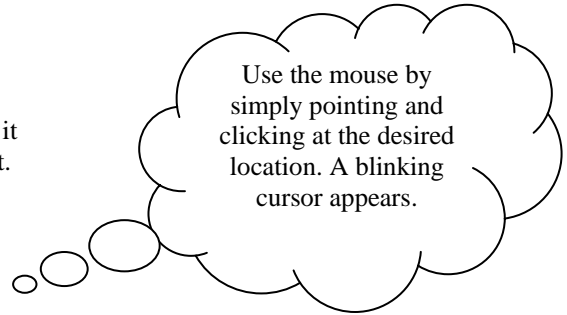


Navigating and Selecting Text

Navigate



In order to effectively use the Microsoft Word program it is important to know how to move around the document. You can use both the mouse and keyboard to navigate through a document.



<u>Keyboard Action</u>	<u>Moves...</u>	<u>Shortcut Keys</u>	<u>Moves...</u>
←	one space left	Control + ←	one word to the left
→	one space right	Control + →	one word to the right
↑	one line up	Control + Home	beginning of the document
↓	one line down	Control + End	end of the document
Home	beginning of the line	Control + Page Down	top of next page
End	end of the line	Control + Page Up	top of previous page
Page Up	up a screen length		
Page Down	down a screen length		

Select

You may wish to make a certain word bold, underline a phrase, or increase the size of the text for the entire document. Before any of these actions can be performed, you must select the text you wish to change. There are a number of ways you can select text, both with the mouse and with the keyboard.



<u>Mouse</u>	<u>Selects...</u>	<u>Keyboard</u>	<u>Selects...</u>
Click, hold, and drag	specified area	Control + a	entire document
Double click a word	word	Shift + ←	one character to the left
Triple click a word	paragraph	Shift + →	one character to the right
↻Single click the arrow	line	Shift + ↑	one line up
↻Double click the arrow	paragraph	Shift + ↓	one line down
↻Triple click the arrow	entire document	Shift + Home	to beginning of line
		Shift + End	to end of line
		Control + Shift + Home	from cursor to beginning of document
		Control + Shift + End	from cursor to end of document
		Control + Shift + ↑	from cursor to the beginning of the paragraph
		Control + Shift + ↓	from cursor to the end of the paragraph

Shift Clicking

1. Point and click the mouse where you would like the selection to begin
2. Hold the **Shift** key
3. Point and click the mouse where you would like the selection to end