
WORD Shortcut Keys

<u>ACTIVITY</u>	<u>KEYSTROKES</u>
Top of Document.....	Ctrl, Home
End of Document.....	Ctrl, End
Right End of Line.....	End
Left End of Line.....	Home
Down One Screen Full.....	Page Down
Up One Screen Full.....	Page Up
Down One Page.....	Ctrl + Page Down
Up One Page.....	Ctrl + Page Up
Cursor Right to Tab Stop.....	Tab Key
Word Right.....	Ctrl + →
Word Left.....	Ctrl + ←
Next Paragraph.....	Ctrl + ↓
Previous Paragraph.....	Ctrl + ↑
Delete a Word.....	Ctrl + Backspace
Force a New Page.....	Ctrl + Enter
GoTo.....	F5
Delete Characters.....	Del or Backspace

With any of these movement keys, if you also include the SHIFT key it will select the data as it moves.

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