

Keys for editing and moving text and graphics

Delete text and graphics

To Press

Delete one character to the left	BACKSPACE
Delete one word to the left	CTRL+BACKSPACE
Delete one character to the right	DELETE
Delete one word to the right	CTRL+DELETE
Cut selected text to the Clipboard	CTRL+X
Undo the last action	CTRL+Z
Redo	CTRL+Y

Copy and move text and graphics

To Press

Copy text or graphics	CTRL+C
Move text or graphics	F2 (then move the insertion point and press ENTER)
Paste the Clipboard contents	CTRL+V

Insert special characters

To insert Press

A line break	SHIFT+ENTER
A page break	CTRL+ENTER
A column break	CTRL+SHIFT+ENTER
An optional hyphen	CTRL+HYPHEN
A nonbreaking hyphen	CTRL+SHIFT+HYPHEN
A nonbreaking space	CTRL+SHIFT+SPACEBAR
The copyright symbol	ALT+CTRL+C
The registered trademark symbol	ALT+CTRL+R
The trademark symbol	ALT+CTRL+T
An ellipsis	ALT+CTRL+period (period means this sign “.”)

Select text and graphics

Select text by holding down SHIFT and pressing the key that moves the insertion point.

To extend a selection Press

One character to the right	SHIFT+RIGHT ARROW
One character to the left	SHIFT+LEFT ARROW
To the end of a word	CTRL+SHIFT+RIGHT ARROW
To the beginning of a word	CTRL+SHIFT+LEFT ARROW
To the end of a line	SHIFT+END
To the beginning of a line	SHIFT+HOME
One line down	SHIFT+DOWN ARROW
One line up	SHIFT+UP ARROW
To the end of a paragraph	CTRL+SHIFT+DOWN ARROW
To the beginning of a paragraph	CTRL+SHIFT+UP ARROW

One screen down	SHIFT+PAGE DOWN
One screen up	SHIFT+PAGE UP
To the beginning of a document	CTRL+SHIFT+HOME
To include the entire document	CTRL+A

Tip If you know the key combination to move the insertion point, you can select the text by using the same key combination while holding down SHIFT. For example, CTRL+RIGHT ARROW moves the insertion point to the next word, and CTRL+SHIFT+RIGHT ARROW selects the text from the insertion point to the beginning of the next word.

Move the insertion point

To movePress	
One character to the left	LEFT ARROW
One character to the right	RIGHT ARROW
One word to the left	CTRL+LEFT ARROW
One word to the right	CTRL+RIGHT ARROW
One paragraph up	CTRL+UP ARROW
One paragraph down	CTRL+DOWN ARROW
One cell to the left (in a table)	SHIFT+TAB
One cell to the right (in a table)	TAB
Up one line	UP ARROW
Down one line	DOWN ARROW
To the end of a line	END
To the beginning of a line	HOME
To the top of the window	ALT+CTRL+PAGE UP
To the end of the window	ALT+CTRL+PAGE DOWN
Up one screen (scrolling)	PAGE UP
Down one screen (scrolling)	PAGE DOWN
To the top of the next page	CTRL+PAGE DOWN
To the top of the previous page	CTRL+PAGE UP
To the end of a document	CTRL+END
To the beginning of a document	CTRL+HOME
To a previous revision	SHIFT+F5
To the location of the insertion point when the document was last closed	SHIFT+F5