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WHAT's New?



Quickly Move from Place to Place in Your Document

Whenever you're revising or reading a long document, you usually end up in scrolling the mouse up or down, over and over again.

Perhaps, you are already familiar with some keys like [Home] or [End], but there are more shortcuts that may also suite your needs.

Read below to know more...

NOTE: ProductivI.T.y is a regular email publication of Information Security and IT Governance under ICT. For comments and suggestions, kindly email: ict-process@pjlhuillier.com

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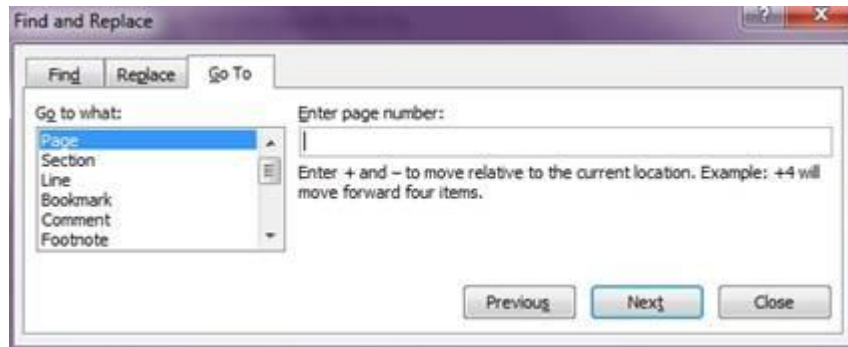
<Back Next>

OK Cancel

Quickly Move from Place to Place in Your Document (MS Word 2003/2007)

You may find the following shortcuts handy when you are dealing with a long document:

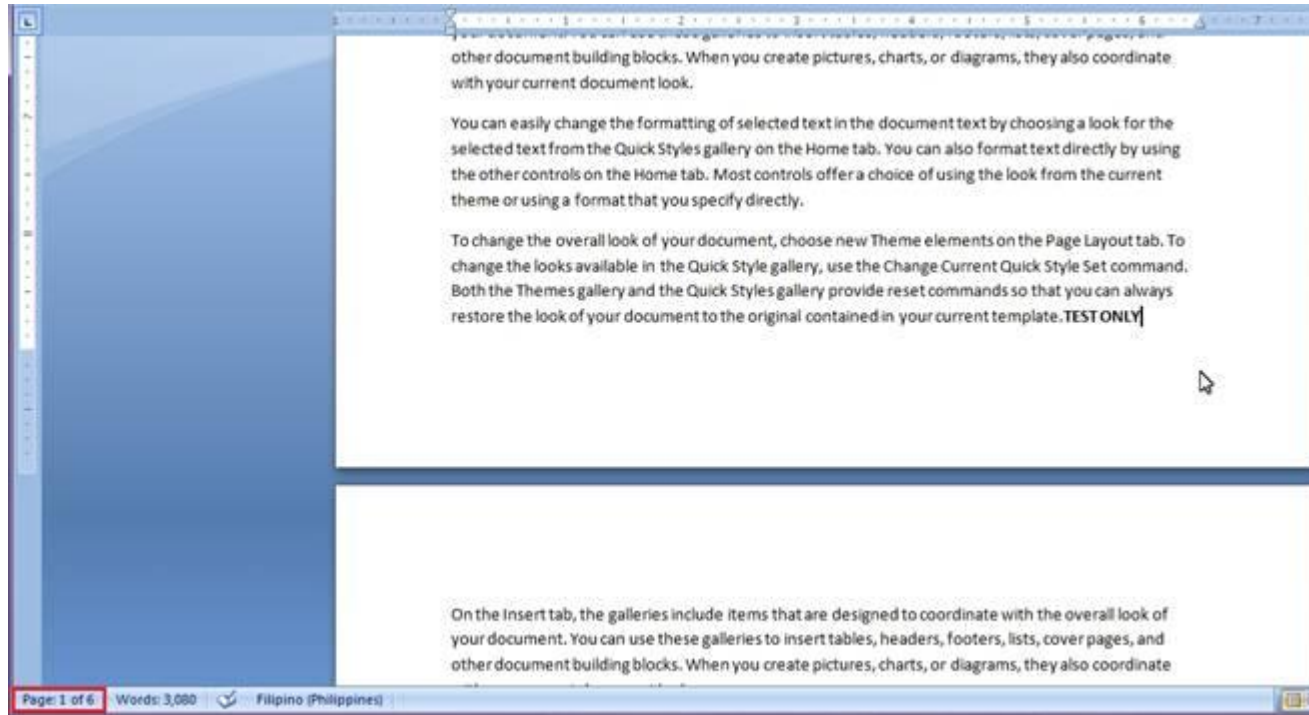
- ✦ **Press F5 or [Ctrl][G]** - To quickly move to the top of a specific page.
This will open the **Go To** tab in the **Find and Replace dialog box**, where you can specify the page where you want to go. You may also go to a particular section, bookmark, table or other objects in your document using this dialog box.

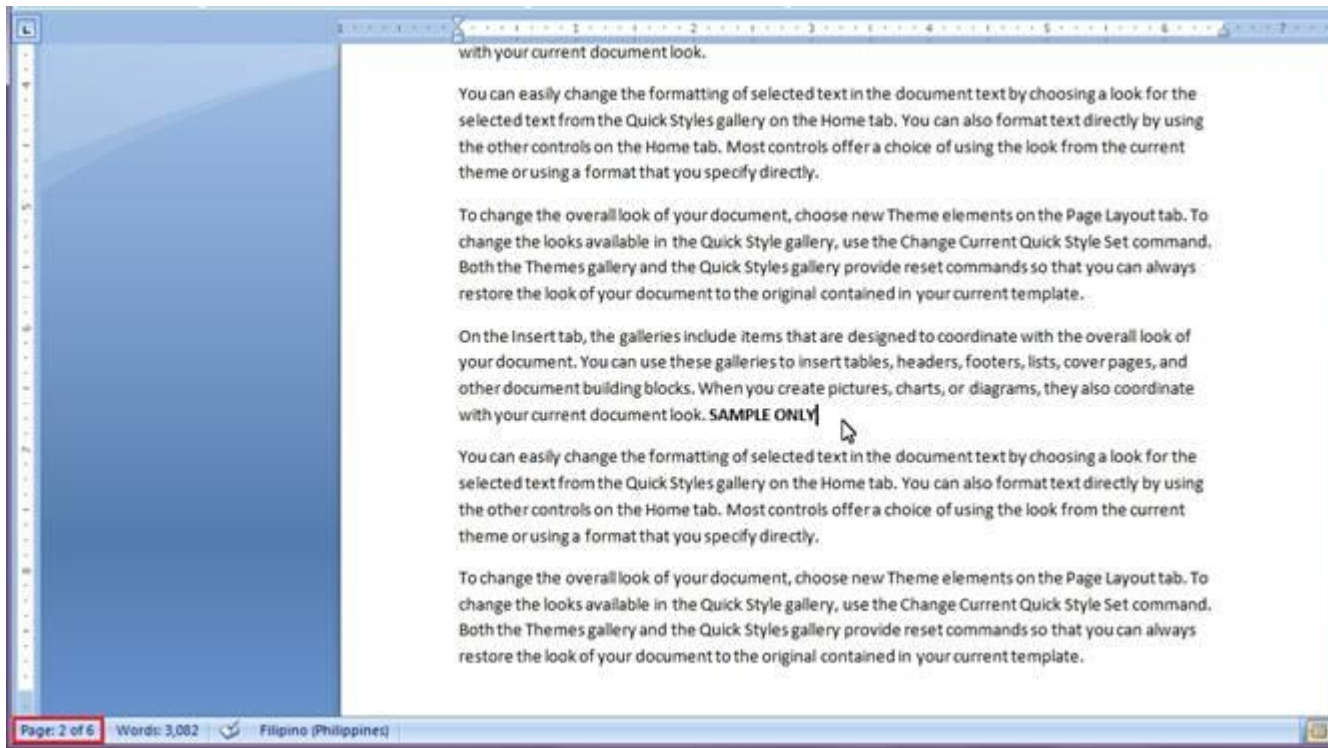


- ✦ **[Ctrl] [Up Arrow]** or **[Ctrl] [Down Arrow]** - To move to the previous or succeeding paragraphs in the document.
- ✦ **[Ctrl] [Home]** or **[Ctrl] [End]** - Takes you directly to the beginning or to the end of the document.
- ✦ **[Ctrl] [Page Up]** or **[Ctrl] [Page Down]** - Takes you to the beginning of the following page or previous page.
- ✦ **[Shift][F5]** or **[Alt][Ctrl][Z]** - If you edit one part of your document, and then move to another part of the document to continue editing, you can easily return to the previous place you were editing by using this shortcut. It takes you to the last place you typed the text, not necessarily the last place you clicked the mouse.

Example:

You have edited Page 1 of your document then moved to Page 2 to edit another part.





To easily return to the previous place you were editing (Page 1), press *[Shift][F5]* or *[Alt][Ctrl][Z]*.

