

Moving Text

It is important to be able to move text efficiently within a page, between pages and between documents. In this chapter you will learn how to scroll through a document, insert page breaks, copy, cut and paste text both within and between documents, and use drag and drop techniques.

Cursor Movements

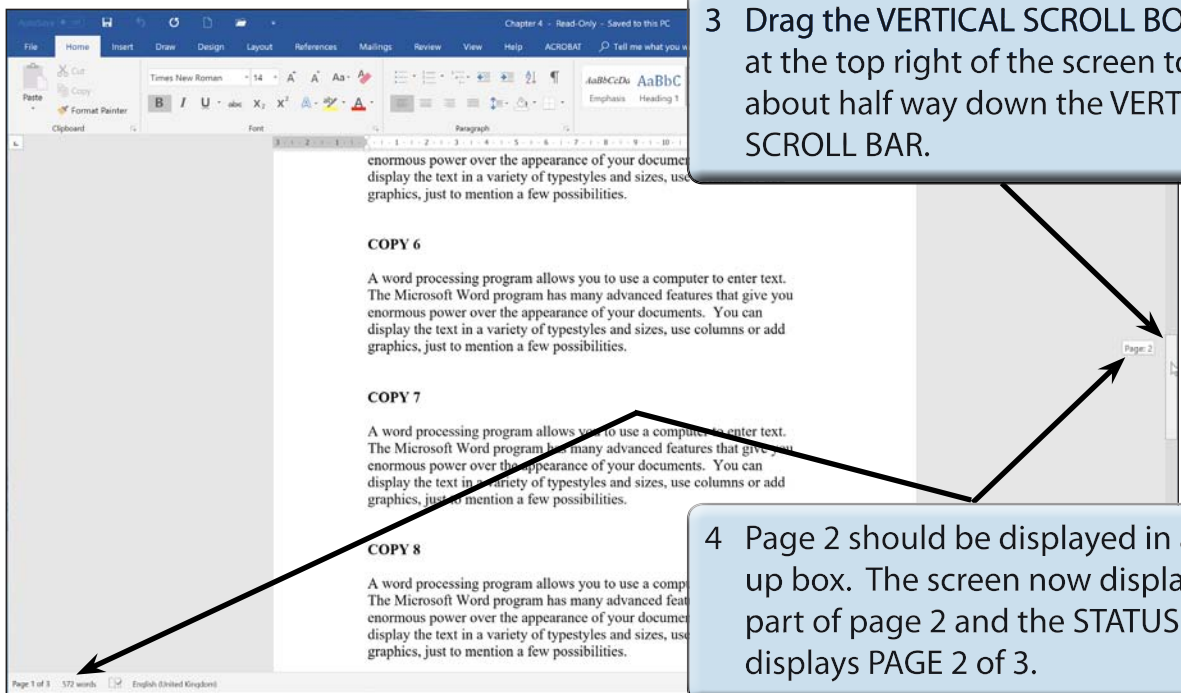
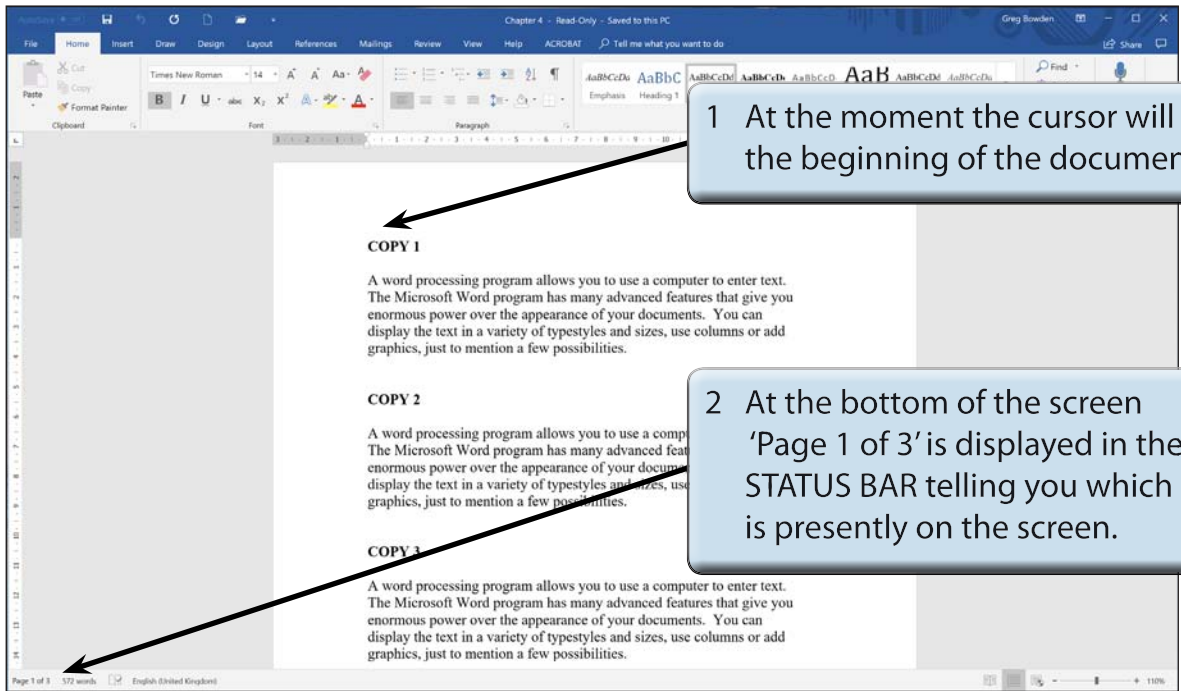
When you are using large documents (2 pages or more), it is very important to be able to move through the file very quickly.

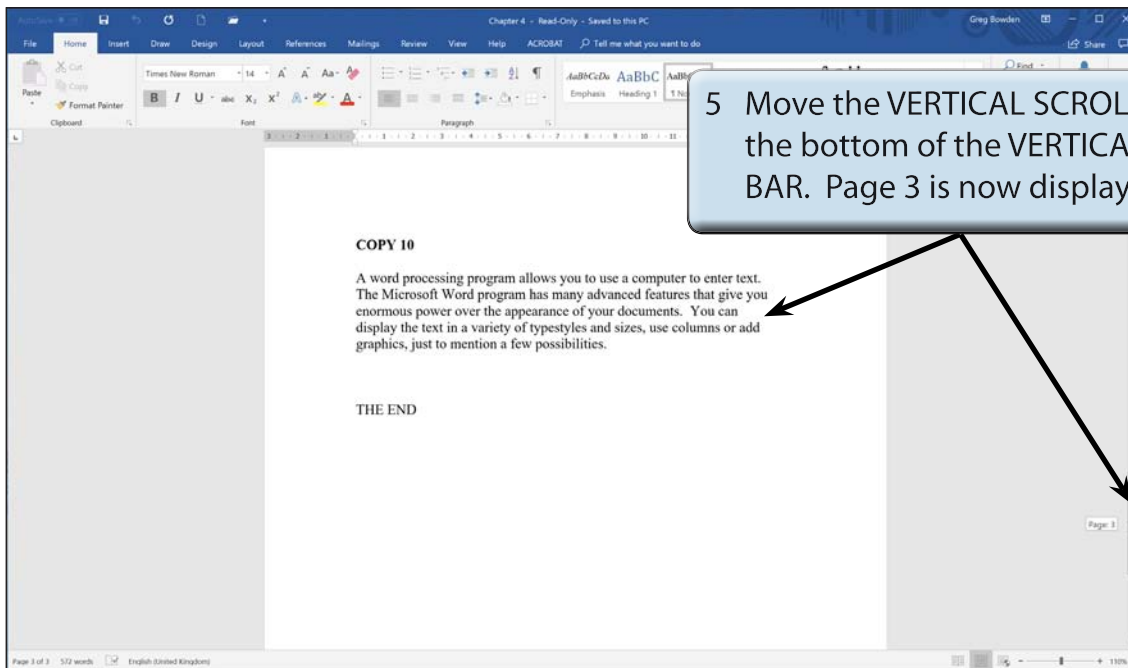
A Loading a Sample Document

A sample document has been prepared for you which needs to be opened from the WORD 2019 SUPPORT FILES.

- 1 Load Microsoft Word and click on OPEN or close the current file, click on the FILE tab and select OPEN.
- 2 Browse to the WORD 2019 SUPPORT FILES referring to page 2-1 if you have forgotten how to do this.
- 3 Double click on the CHAPTER 4 folder to open that folder, then double click on the CHAPTER 4 file to load the file.
- 4 Select YES to open the file as a READ ONLY document.
- 5 The document contains 10 copies of the paragraph you have used in previous chapters.

B The Scroll Bars

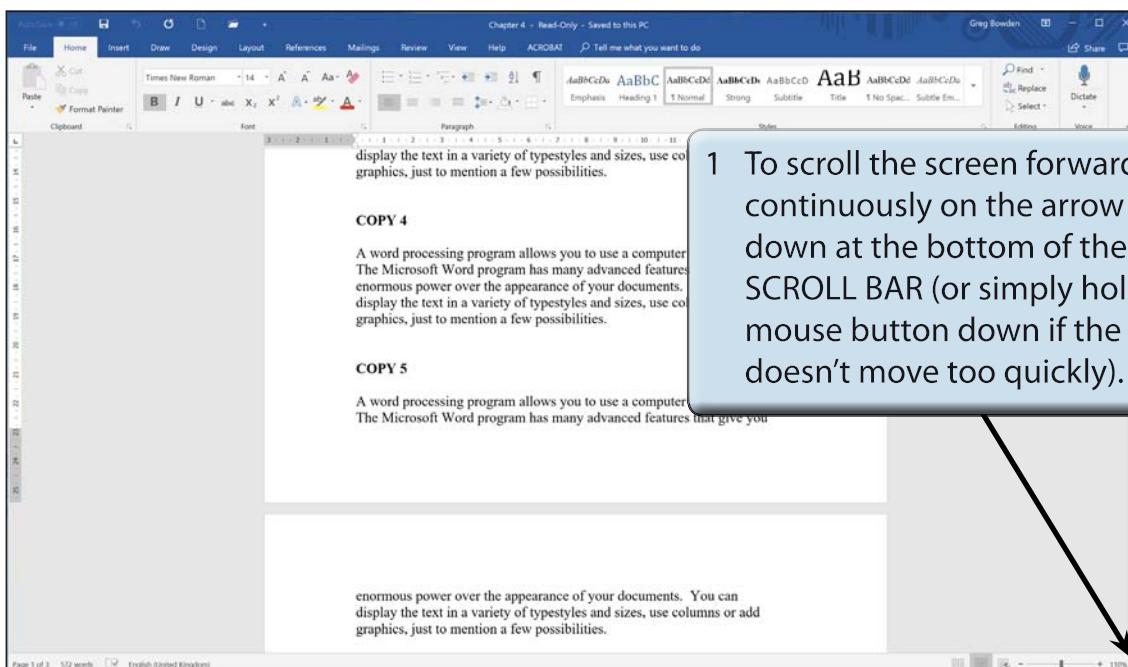


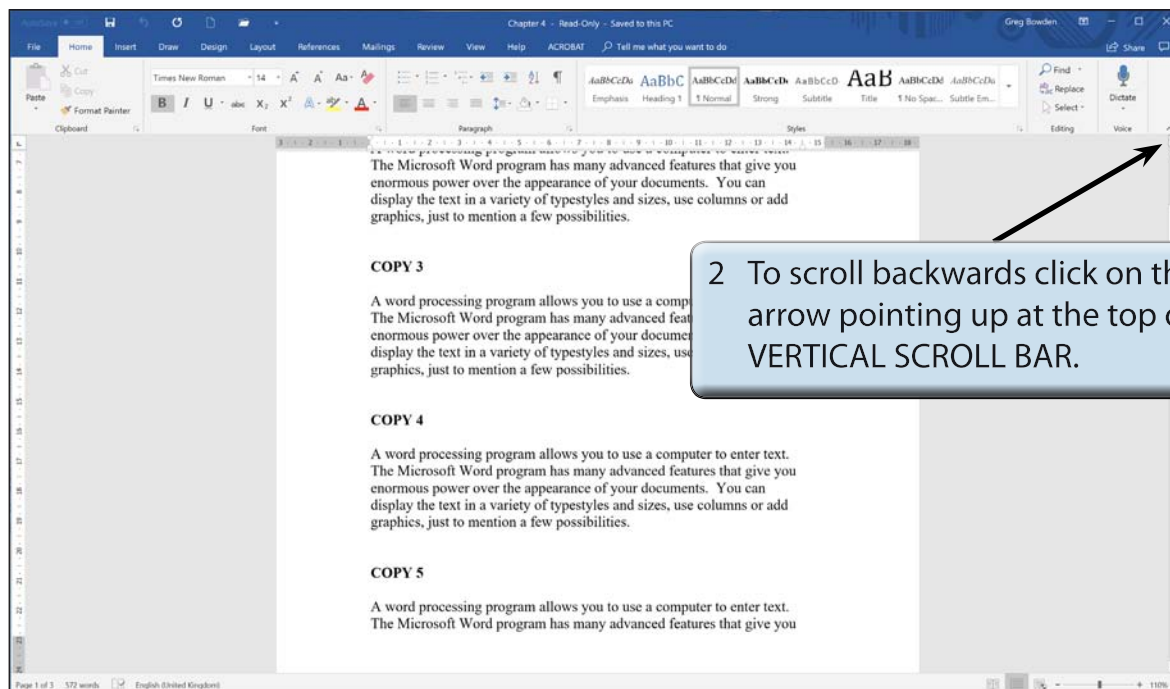


- 6 Return the screen to the beginning of the document by dragging the VERTICAL SCROLL BOX to the top of the VERTICAL SCROLL BAR.

C Scrolling

Scrolling is sometimes useful when proofreading documents to check for mistakes.





- 3 You can also use the UP and DOWN arrows on the keyboard to scroll forwards or backwards through the document.

NOTE:

- i The PAGE DOWN key on the keyboard can be used to scroll half a page down at a time. Holding down the CTRL key and pressing the PAGE DOWN key scrolls the document to the next page.
- ii The PAGE UP key on the keyboard can be used to scroll half a page up at a time. Holding down the CTRL key and pressing the PAGE UP key scrolls the document to the previous page.