

SELECTING AND MOVING NOTES (Shortcut Tips)



Moving around the Page

Home -----Beginning of current line
End -----End of current line
Ctrl+Home -----Start of Document
Ctrl+End -----End of Document
Ctrl+PageUp -----Start of previous page
Ctrl+PageDown -----End of next page
Left/Right Arrows -----Move one space at a time
Ctrl+Left or Right Arrow -----Move one word at a time
Up/Down Arrows -----Move one line at a time
Use the mouse to Click on text

Selecting Text

Double Click -----Select a Word (and the space behind it)
Ctrl+Click -----Select a Sentence
Triple Click -----Select Paragraph
Ctrl + A -----Select All
Click in Left Margin -----Select that line
Double click margin -----Select paragraph
Triple click margin -----Select All
Click+Shift+Click -----Select all text between first click and second click
Click+Ctrl+Click -----Select random words on the page (not connected)

Other Shortcuts:

Ctrl + X -----Cut
Ctrl + C -----Copy
Ctrl + V -----Paste
Ctrl + S -----Save
F7 -----Spell Check
Shift + F7 -----Thesaurus
Ctrl + B -----Bold
Ctrl + U -----Underline
Ctrl + I -----Italic
Ctrl + 2 -----Double Space
Ctrl + 15 -----1.5 Spacing
Ctrl + 1 -----Single Space
Shift + F3 -----Change Case
Ctrl + F2 -----Print Preview
Ctrl + Z -----Undo
Ctrl + Y -----Redo
F4 -----Repeat the last action