

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