

Microsoft Word 2003

Lesson 3: Navigation

Objectives:

By the end of this section you will be able to:

- Use the Mouse to navigate
- Use the Keyboard to navigate
- Use Go To dialog box

Navigation

When working with documents that are several pages long, you need some quick methods for moving the cursor to specific locations.

The Mouse

When the mouse pointer is positioned over text on the screen, it displays as an “I” beam. This mouse shape can be used to anchor the cursor at a particular point so that edits can be made. Simply click the “I” beam where you want to put the cursor.

If you want to view or edit information not currently visible, use the scroll bars to move the document display and then click the “I” beam where you wish to start editing.

The Keyboard

The table below lists keystrokes that can be used to move in a document:

[→]	Move the cursor one character to the right
[←]	Move the cursor one character to the left
[↑]	Move the cursor up one line
[↓]	Move the cursor down one line
[CTRL][→]	Move the cursor right one word at a time
[CTRL][←]	Move the cursor left one word at a time
[CTRL][↑]	Move the cursor up one paragraph at a time
[CTRL][↓]	Move the cursor down one paragraph at a time
[HOME]	Move the cursor to the beginning of the current line
[END]	Move the cursor to the end of the current line
[PAGE UP]	Move up a screen
[PAGE DOWN]	Move down a screen
[CTRL][HOME]	Move to the beginning of the document
[CTRL][END]	Move to the end of the document



Figure 1 – Movement Keys

Goto

The Go To function within Word can be used to move you to specific items in a document, for example a specific page number.

[F5] is the Microsoft Office Goto key. Pressing [F5] calls up the Go To dialog box:

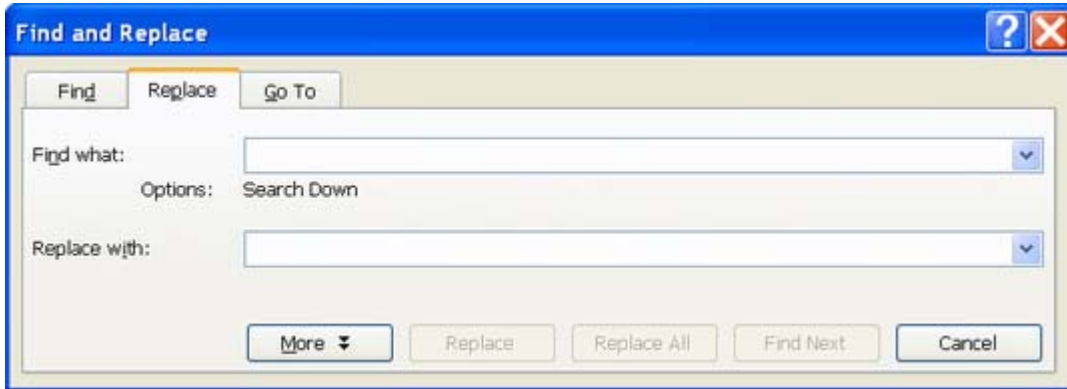


Figure 2 - Goto dialog

The default for the **Go to what** list is page number.

☞ To move to a page:

Keyboard

- Press [F5].

Or

- Press [CTRL][G].
- Type the number of the page you want to move to in the text box and click **OK** or press [ENTER] to move there.

Word gives other alternatives (lines, sections etc.) which are also numbered within the document and can therefore be referenced when moving.

- Notes