



## Navigational Keys

Press	To Move The Insertion Point
Home	To the beginning of the current line
End	To the end of the current line
Page Up	To the previous screen
Page Down	To the next screen
Left arrow or Right Arrow	Left or right one character at a time
Up arrow or Down Arrow	Up or down one line at a time
Ctrl + Left Arrow	Left one word at a time
Ctrl + Right Arrow	Right one word at a time
Ctrl + Up Arrow	Up one paragraph at a time
Ctrl + Down Arrow	Down one paragraph at a time
Ctrl + Up Arrow Twice	To beginning of previous paragraph
Ctrl + Home	To the beginning of a document
Ctrl + End	To the end of a document
Ctrl + Page Up	To the top of the previous page
Ctrl + Page Down	To the top of the next page

## Editing Keys

<b>Enter</b>	Moves the insertion point to a new line, but also creates a new paragraph.
<b>Space Bar</b>	Creates a small space between words.
<b>Delete</b>	Removes characters to the right of the insertion point.
<b>Backspace</b>	Removes characters to the left of the insertion point.
<b>Shift</b>	Inserts a capital letter when pressed in conjunction with a letter key.
<b>Caps Lock</b>	Makes all letters come out as uppercase.