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Subject: Computer Tip of the Week -- 5 easy ways to move around quicker in Word
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To: DOPM All Users DOPMAIUsers@uabmc.edu



5 easy ways to move around quicker in Word

Brought to you by
Lisa Schwaiger
- DOPM HelpDesk Triage and Computer
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SITUATION/QUESTION:

What are 5 easy ways to move around quicker in Word ?

SOLUTION/ANSWER:

hold down Ctrl and press Home	Go to the beginning of the document
press Home	Go to the beginning of the current line
hold down Ctrl and press Down Arrow	Go down one paragraph
hold down Ctrl and press Right Arrow	Go one word to the right
hold down Shift and press F5	Go to the last edit location

And now that you know these, you can guess what the opposite ones are. For example, you can guess how to go one word to the left too.

See more here: <https://www.avantixlearning.ca/microsoft-word/10-great-microsoft-word-navigation-shortcuts-to-save-you-lots-of-time/>

Note: Many of these also work in other “Office” programs such as Excel and Outlook

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <https://www.uab.edu/medicine/dopm/dopm-it/weekly-tips>