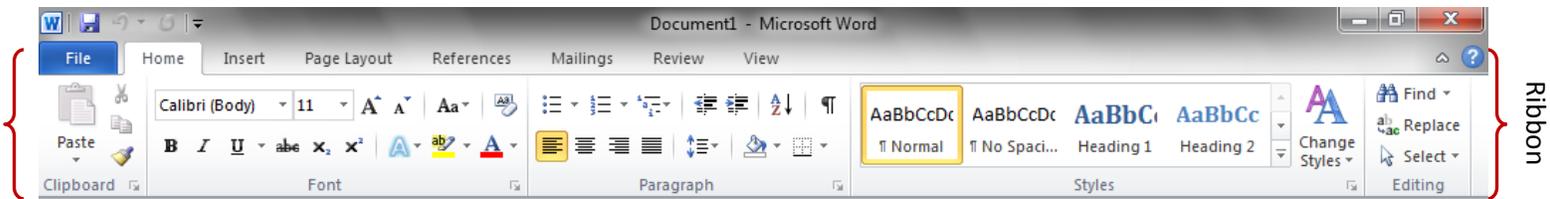


Word 2010 Handout

Navigation in a document

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

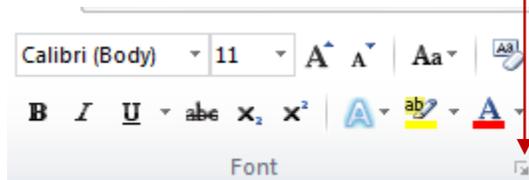
Look for the **Ribbon** in the area underneath the Title Bar.



The **Ribbon** makes all the capabilities of Word available in a single area. Commands related to working with document content are represented as **buttons** on the **tabs** that make up the **Ribbon**. *Hover over some other active buttons to observe ScreenTips.*

The **Home** tab is the active tab by default. *Try clicking on other tabs to view their buttons.* Notice that on each **Tab**, the **Buttons** are organized into **Groups**.

On some groups there is a **Launcher** button which will open a dialogue box with related but less common commands.



Some buttons in the groups have arrows:



Clicking this button's list arrow displays a list of options



Clicking the actual button carries out the command with the current settings