

MyNotary typing tips

When producing text in Word, it is often faster and more efficient to keep your hands on the keyboard. We have all become so used to using the mouse that we have forgotten, or never knew, the keyboard shortcuts – here are a few to try out.

Moving Around a Word Document Using the Keyboard

Use the **PgUp** and **PgDn** keys

To move to the top of the document press	CTRL + HOME
To move to the bottom of the document press	CTRL + END
To move to the beginning of a line press	HOME
To move to the end of a line press	END
To move to one word at a time press	CTRL + direction key
To move to a particular page press	CTRL + G

Tips for the Touch Typist

You are probably familiar with pressing control and 'B' for bold; but there are many other useful shortcut keys that can speed up working. Try some of these:

	Control key plus		Control key plus
A	Select Whole Document	N	New Document
B	Turn Bold on/off	O	Open Document
C	Copy selected text	P	Print 1 Copy of Current Document
D	Go to font dialogue box	Q	
E	Align Centre	R	Align Right
F	Find	S	Save Document
G	Go To	T	Hanging Indent
H	Replace	U	Turn Underline on/off
I	Turn Italics on/off	V	Paste selected text
J	Align Justify (full)	W	Close Current Document
K	Start Auto Format	X	Cut (delete) selected text
L	Align Left	Y	Repeat Typing
M	Indent Paragraph	Z	Undo Previous Action
	Control key plus		Control key plus
Enter	New Page	1	Single Line Spacing
Tab	Move to Tab in a Table	2	Double Line Spacing
		5	1.5 Line Spacing

Useful Function Keys

F1	Get Help
F3	Auto text
Shift + F3	Change case of selected text
F5	Go to command
F9	Update Table of Contents
F11	Go to next Computer Code (not often used)

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