

Shortcut keys for long documents

Microsoft Word

The following short cut keys may save you time when navigating through your document. These tips may also help prevent OOS from using the mouse too much.

CTRL + Home

Pressing the control and home keys at the same time (**CTRL + Home**) takes you to the top of the document.



CTRL + End

Pressing the control and end keys at the same time (**CTRL + End**) takes you to the end of the document.



Page Up

Scrolling the document up one screen.



Page Down

Scrolling the document down one screen.

