

# Moving Text

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It is important to be able to move text efficiently within a page, between pages and between documents. In this chapter you will learn how to scroll through a document, insert page breaks, copy, cut and paste text both within and between documents, and use drag and drop techniques.

## Cursor Movements

When you are using large documents (2 pages or more), it is very important to be able to move through the file very quickly.

### A Loading a Sample Document

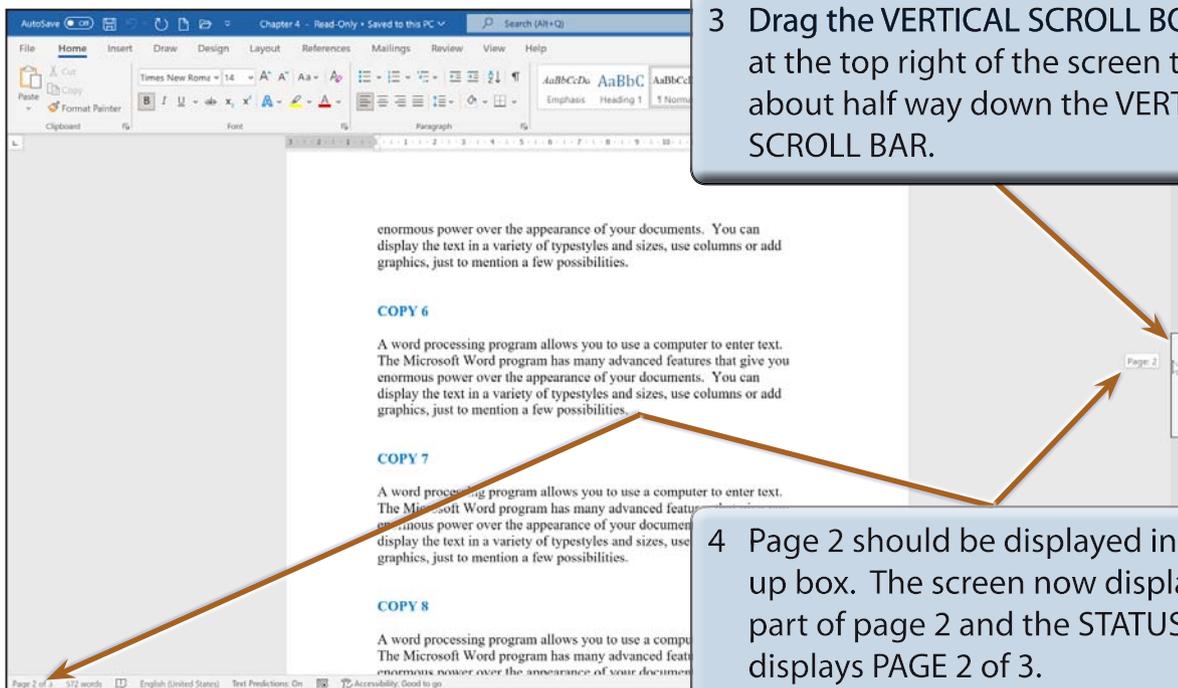
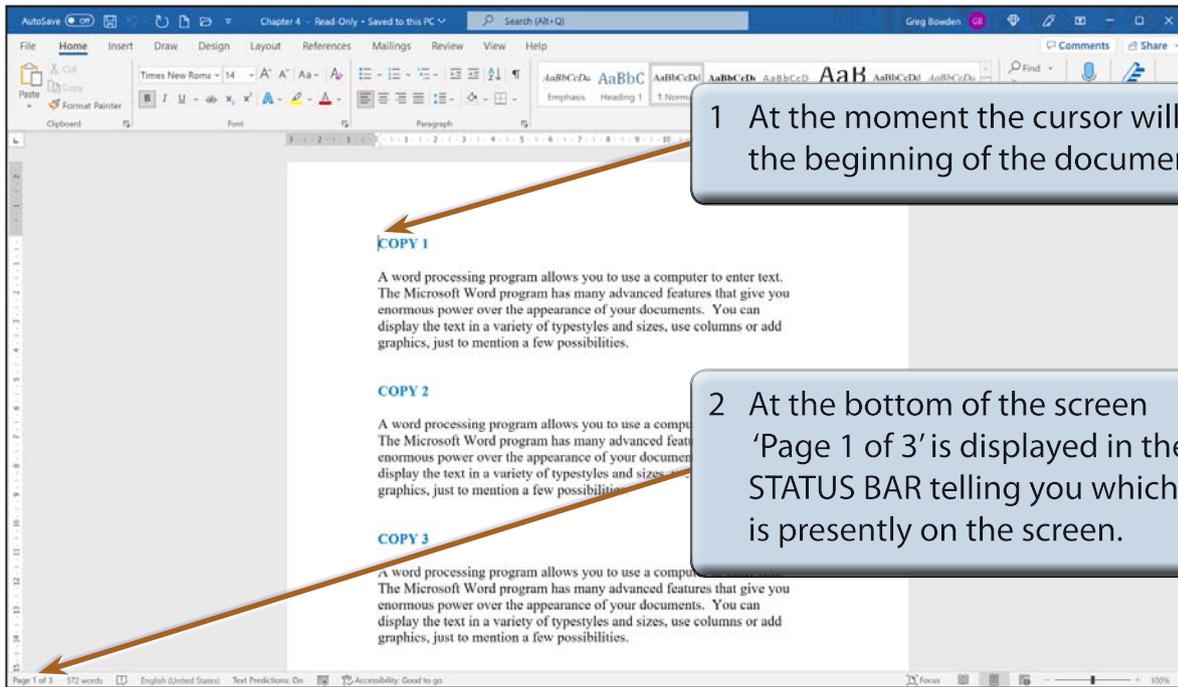
A sample document has been prepared for you which needs to be opened from the WORD 2023 SUPPORT FILES.

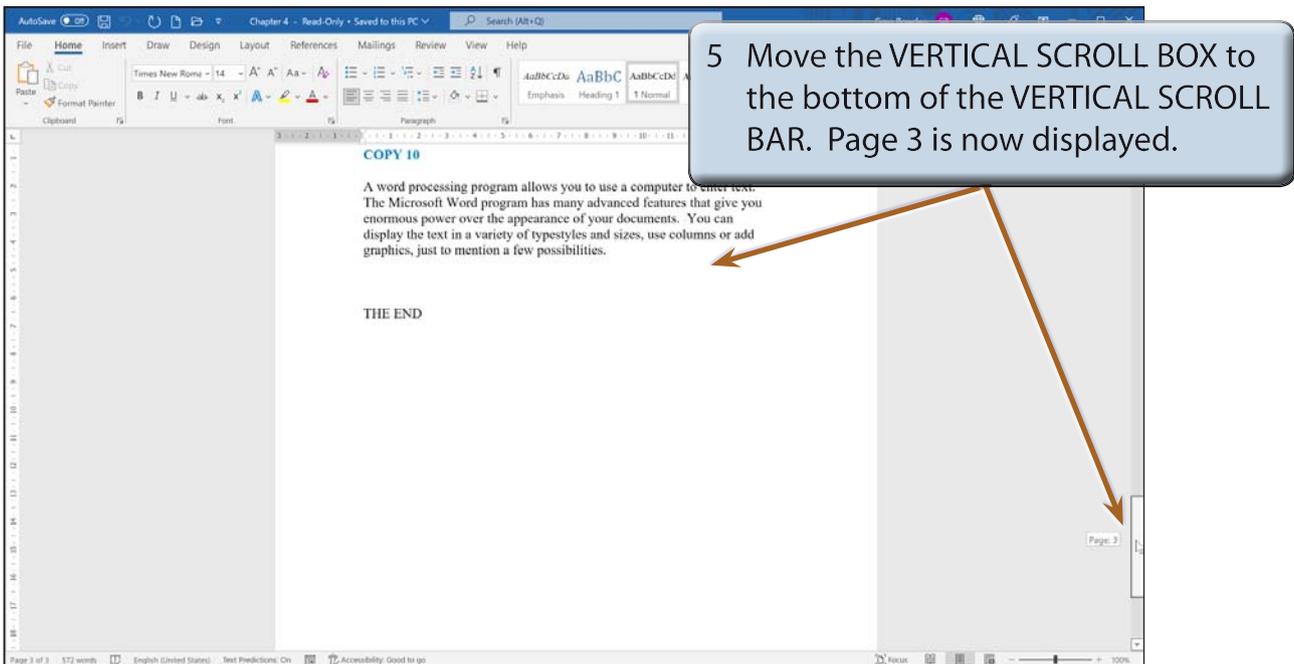
- 1 Load Microsoft Word and click on OPEN or close the current file, click on the FILE tab and select OPEN.
- 2 Browse to the WORD 2023 SUPPORT FILES referring to page 2-1 if you have forgotten how to do this.
- 3 Double click on the CHAPTER 4 folder to open that folder, then double click on the CHAPTER 4 file to load the file.
- 4 Select YES to open the file as a READ ONLY document.
- 5 Click on the FILE tab, select the SAVE AS option, access your WORD PROCESSING folder and save the document as:

#### Chapter 4

- 6 The document contains 10 copies of the paragraph you have used in previous chapters.

## B The Scroll Bars

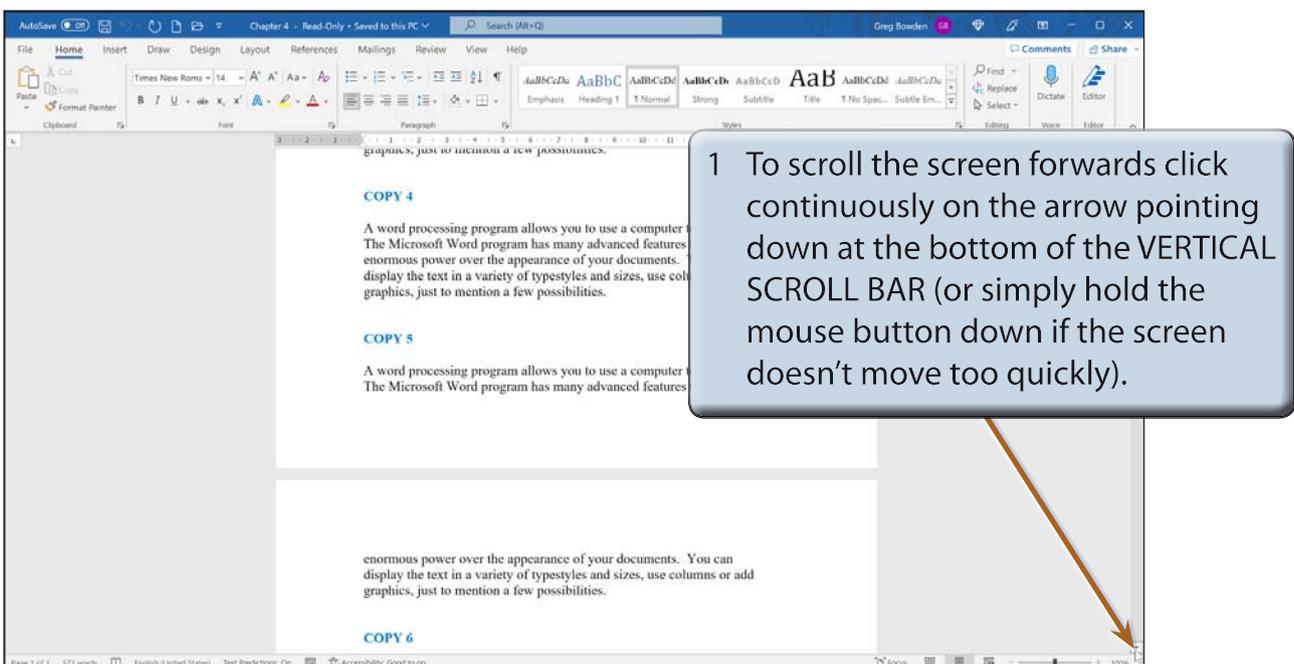


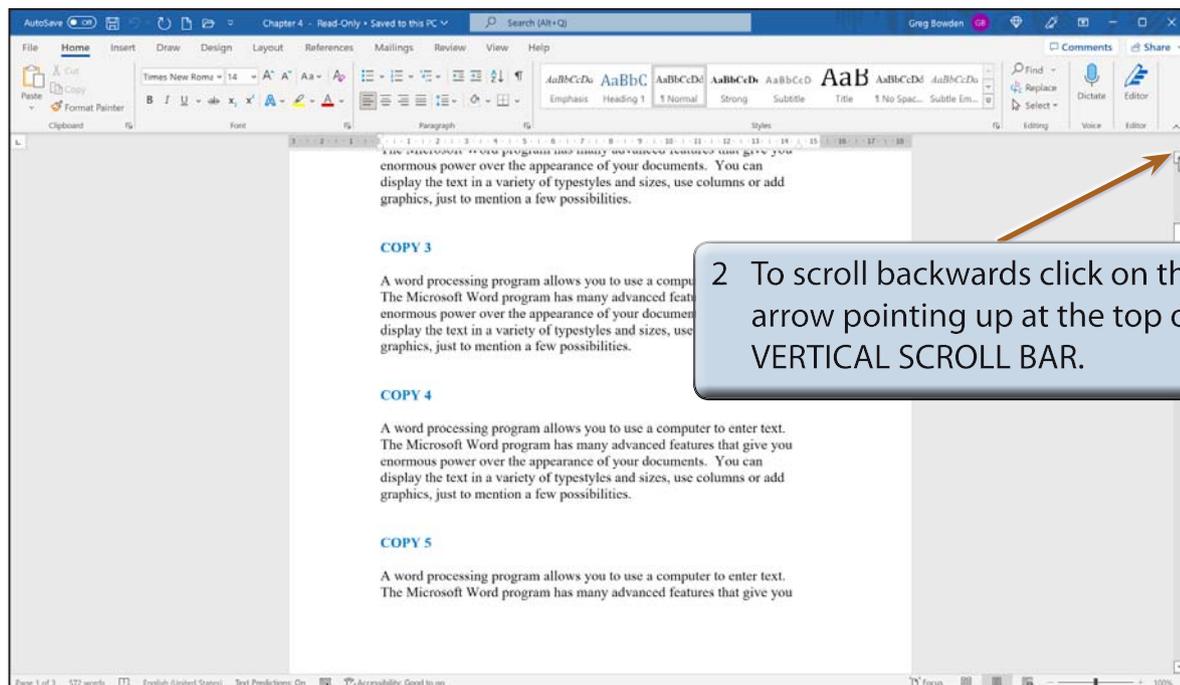


- 6 Return the screen to the beginning of the document by dragging the VERTICAL SCROLL BOX to the top of the VERTICAL SCROLL BAR.

## C Scrolling

Scrolling is sometimes useful when proofreading documents to check for mistakes.





- 3 You can also use the **UP** and **DOWN** arrows on the keyboard to scroll the cursor forwards or backwards through the document.

- NOTE:**
- i The PAGE DOWN key on the keyboard can be used to scroll half a page down at a time. Holding down the CTRL key and pressing the PAGE DOWN key scrolls the document to the next page.**
  - ii The PAGE UP key on the keyboard can be used to scroll half a page up at a time. Holding down the CTRL key and pressing the PAGE UP key scrolls the document to the previous page.**