

### How to Quickly Move the Through the Text of a Document:

Move Action	Keystroke
Beginning of the line	HOME
End of the Line	END
Top of the document	CTRL+HOME
End of the document	CTRL+END
From word to word	CRTL+Right Arrow or Left Arrow

### How to Quickly Select Text:

Selection	Technique
Whole word	Double-click within the word
Whole paragraph	Triple-click within the paragraph
Several words or lines	Drag the mouse over the words, or hold down SHIFT while using the arrow keys
Whole line or lines	Move the pointer to the left margin until the left pointing arrow turns to a right pointing arrow. Then click.
Entire document	Choose Edit Select All from the menu bar or press CTRL+A

### How to Customize a Toolbar:

You can add, remove or rearrange the buttons on a toolbar. Either go to View|Toolbars|Customize in the menus or right click on a toolbar anywhere but on a button and choose Customize.

To remove a button	After clicking on Customize, drag the button off the toolbar.
To rearrange a button	After clicking on Customize, move the button to the new desired position
To add a button	After clicking on Customize, click on the Command tab, find the menu choice you want to add and drag the choice up to the toolbar
To Customize a button after it has been added	With the Customize dialog box still open, right click on the new button