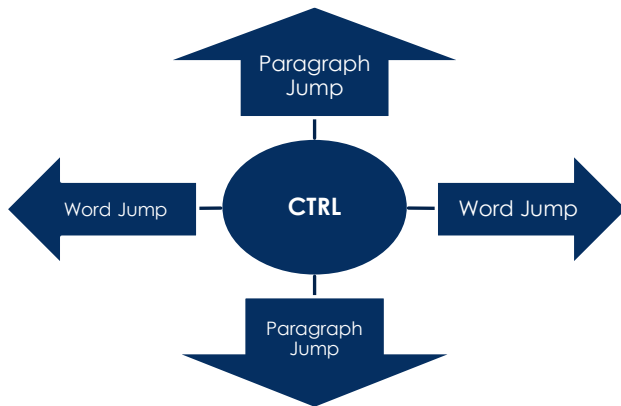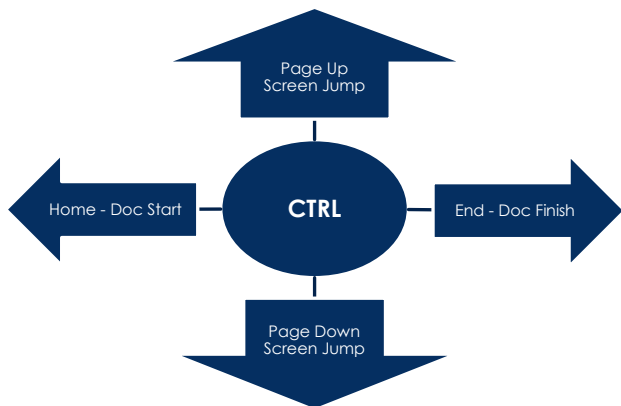# WORD POWERTIPS #1

KEYBOARD NAVIGATION

Navigating Microsoft Word quickly using the keyboard shortcuts can make a huge difference in efficient document editing. Let's show you some of the most powerful techniques Using **Ctrl**, **Shift** and ←→ ↑↓ as well as some additional keys – **Home**, **End**, **PgUp**, **PgDn**, **F5/Ctrl+G**. Consider **Ctrl** the navigation **accelerator** and **Shift** the **selector** key as you navigate. **Ctrl-A** selects the ENTIRE document, presentation or workbook.
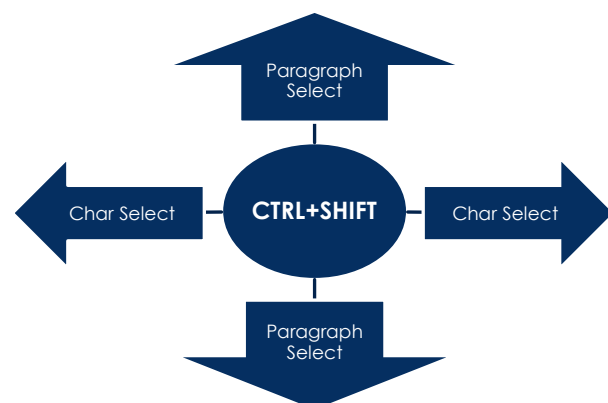
NAVIGATION – WORD/PARAGRAPH

Paragraph Jump

Word Jump ← **CTRL** → Word Jump

Paragraph Jump

NAVIGATE LINE, SCREEN, PAGE, DOCUMENT

Page Up Screen Jump

Home - Doc Start ← **CTRL** → End - Doc Finish

Page Down Screen Jump

NAVIGATE AND SELECT – WORD/PARAGRAPH

Paragraph Select

Char Select ← **CTRL+SHIFT** → Char Select

Paragraph Select

FIND AND REPLACE

Many people overlook the **Find** and **Replace** feature when managing their documents or only use it at the basic level. In fact, **Find/Replace** are two of the most powerful tools for making massive changes to a document quickly and easily. The **F5** function key opens the **Find** dialog box.
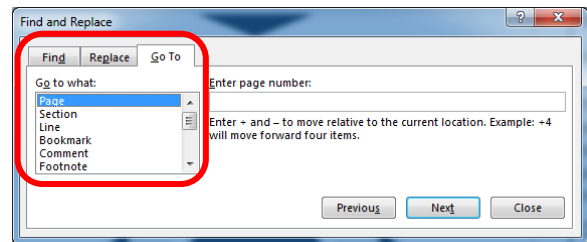
FIND

The **Find** dialog box allows a user to do much more than find a word or phrase. **Find** becomes another powerful tool for navigation and includes operators to find:

- Page number
- Section number
- Bookmark
- Footnote
- Field
- Graphic
- Object
- Heading styles
- Line number
- Comment
- Endnote
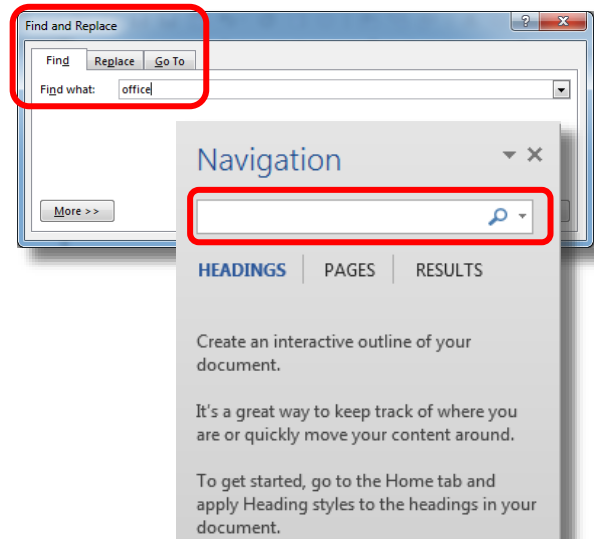- Table
- Equation

Steps - Navigation

1. Press **F5** to bring up the **Find and Replace** dialog box

2. On the **Go To** tab select the **Go to what** option in the list on the left or enter a page number to navigate to a specific page.

Steps – Find

1. Press **F5** or click the **Find** command on the ribbon.

2. Enter a keyword or phrase – i.e. '*office*' – and click **Find Next**.
3. Continue clicking **Find Next** to find each additional occurrence of keyword OR
4. Click **More** to adjust **Find** options.
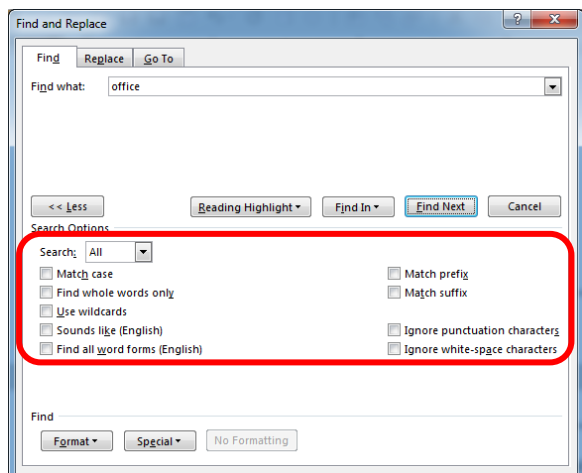
5. Note the options for customizing search:
   - Match Case
   - Find whole words only
   - Use wildcards
   - Search like (English)
   - Find all word forms (English)
   - Match prefix
   - Match suffix

6. Note the options in the **Format** button to find content based on formatting attributes:
7. Note the options in the **Special** button to find content based on the hidden layout codes. Most of these layout codes can be displayed by clicking the **Show/Hide** command on the ribbon - ¶
8. Note the **Navigation Pane** which appears when you click the Find command on the ribbon. Select the tab **Headings**, **Pages** or **Results** based on your requirements to locate information in your document
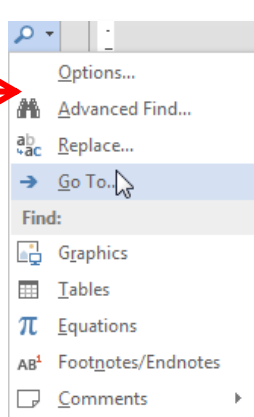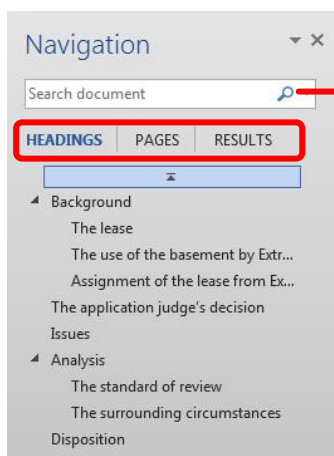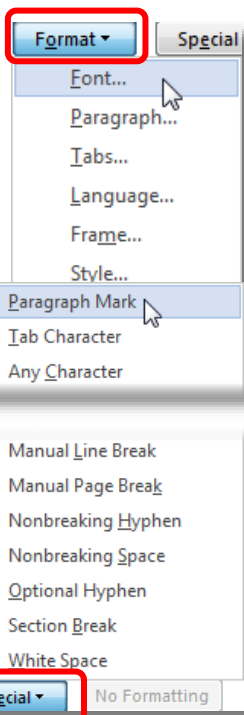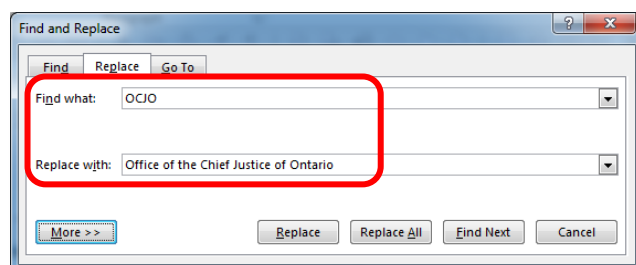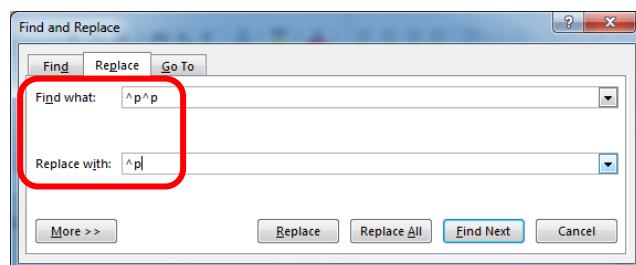

REPLACE

Replace complements the Find feature and allows for extensive editing based on Find results such as replacing an abbreviation with the full word or phrase. However, in addition to replacing text, it's an excellent tool for performing cleanup on underlying page layout codes such as replacing all occurrences of two paragraph or line breaks with one or replacing one formatting style with another on text. This can save an enormous amount of time.

Steps

1. Press **F5** and select the **Replace** tab in the dialog box OR click **Replace** on the Home tab on the ribbon.
2. Enter the **Find what** text

3. Enter the **Replace with** text
4. Click **Find Next**, then click **Replace** or **Replace All** as required.
5. To replace all occurrences of two paragraph marks with one paragraph mark, select Special and click the Paragraph Mark option twice OR press ^p^p in the Find What field and ^p in the Replace with field. Note: the letter 'p' MUST be lower case.

6. To replace all occurrences of the style *Heading 1* with *Heading 2* select **More**…
7. Click **Format** > **Style**