

Moving the Insertion Point

Moving the insertion point around the screen is a critical part of creating and editing documents. To move the insertion point, you can use the keyboard or the mouse. Table 1-1 lists keystrokes for moving the insertion point. When you use the keyboard, movement of the cursor is limited to the areas of the document into which text has already been entered or those that have been accessed by the use of the ENTER or TAB keys.

Keystroke	Result
UP, DOWN, LEFT, OR RIGHT ARROW	Moves the insertion point to the next character.
PAGE UP	Moves the insertion point to the top line of the current screen.
PAGE DOWN	Moves the insertion point to the bottom line of the current screen.
HOME	Moves the insertion point to the beginning of the current line.
END	Moves the insertion point to the end of the current line.

Table 1-1: *Keystrokes for Moving the Insertion Point*

To use the mouse to move the insertion point, place the mouse pointer in the desired location and then click the left mouse button. The behavior of the mouse depends on whether the *shadow cursor* is activated. The shadow cursor lets you place the insertion point anywhere in your document, even in those areas you have not yet accessed. If you use the shadow cursor to place the insertion point beyond the original end of the document, you can subsequently access any portion of the document all the way down to its new ending position by using the other movement techniques. If the shadow cursor is not activated, mouse movement of the insertion point is limited to the same areas as keyboard movement.