"What's the quickest way to move around a Word document?"

If you are writing a long document like a dissertation or thesis, you are probably used to scrolling through your pages to locate the area you want to edit.

Here are some useful shortcuts for Windows users that you may want to familiarise yourself. Most of these shortcuts will replace the *Ctrl* key with the ⌘ *Command* key if you are a Mac user.[1]

Two ways to speed up document navigation include:

- Using **Navigation shortcuts** on your keyboard

- Using the **Navigation Pane**

Navigation Shortcuts

|			
Home	Go to start of line	**End**	Go to end of line
Ctrl + Home	Go to start of document	**Ctrl + End**	Go to end of document
Page Down	Go to next page	**Page Up**	Go to previous page
Ctrl + Page Down	Go to next page (top)	**Ctrl + Page Up**	Go to previous page (top)
Ctrl + F	Find a keyword	**Ctrl + G**	Go to a specific page
Tab	Go to next table cell	**Shift + Tab**	Go to previous table cell

Navigation Pane

The Navigation Pane allows you to move around your document quickly and easily by jumping between Heading styles. It is also helpful in searching your document for words or phrases.
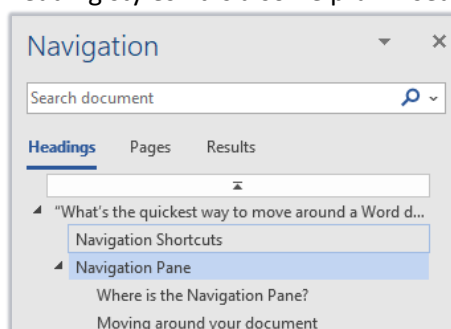
Where is the Navigation Pane?

The Navigation Pane opens at the left of the document window. If it is not there, you can switch it on.

1. Click the **View** tab.

2. Tick the **Navigation Pane** checkbox.

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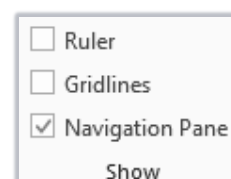
[1] Apple Support: Mac keyboard shortcuts

Moving around your document

1. Before using the Navigation Pane to move around your document, first apply **Heading Styles** (eg Heading 1, Heading 2, Heading 3) to your document.

   – For help using Heading Styles, please see our **Introduction to Heading Styles** fact sheet.

2. Once you have applied **Heading Styles**, open the **Navigation Pane** and click **Headings**.

| HEADINGS | PAGES | RESULTS |

3. You will see a list of all the headings in your document.

4. Click on a heading to go directly to that point in your document. No more scrolling!

   Note: If you see an arrow with a line above it at the top of the **Navigation Pane**, this means there is more content before your first heading. Click on this to go to the top of your document.

Searching your document

5. Type a word or phrase in the **Search Document** text box at the top of the **Navigation Pane**.
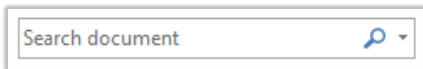
6. Click **Results** for a list of search results. All instances of the word or phrase will also be highlighted.

| HEADINGS | PAGES | **RESULTS** |

Further information and help

If you want to learn about any Microsoft product in more detail you can use Microsoft's Office Support for tutorials, videos and helpful hints.

– For essay formatting requirements, e.g. margins and line spacing, please check with your School.

– Click **File** from the Ribbon, then **question mark** (top right) or press **F1** at any time for help within Word. Search for keywords, e.g. *navigation*.

– You can also use MyIT to log calls with the University's IT Service Desk: myit.abdn.ac.uk