

The following table shows the keys and key combinations you can use to move the cursor.

Pressing this key or key combination

Left Arrow Left one character at a time

Right Arrow Right one character at a time

Down Arrow Down one line at a time

Up Arrow Up one line at a time

Ctrl+Left Arrow Left one word at a time

Ctrl+Right Arrow Right one word at a time

Home To the beginning of the current line

End To the end of the current line

Ctrl+Home To the beginning of the document

Ctrl+End To the end of the document

Ctrl+Page Up To the beginning of the previous page

Ctrl+Page Down To the beginning of the next page

Page Up Up one screen

Page Down Down one screen

shortcuts for editing tasks are shown in the following table.

Task Keyboard shortcut

Cut- Ctrl+X

Copy- Ctrl+C

Paste -Ctrl+V

Undo- Ctrl+Z

Repeat/Redo -Ctrl+Y

Open a PDF in Word for editing Word 2016 creates files in Office Open XML formats, which support a greater range of access and reuse options and produce a smaller file than earlier Word document formats. The default file format for a document created in Word 2016 is the .docx format, which supports all the Word 2016 features.

You can save Word 2016 files in these native file formats:

- .docx Word document
  
- .docm Word macro-enabled document
  
- .dotx Word document template
  
- .dotm Word macro-enabled document template

To activate the Navigation pane search box →

Display the Navigation pane, and then click in the search box.

→ Press Ctrl+F.

→ On the Home tab, in the Editing group, click the Find button.

To locate specific text

1. In the Navigation pane search box, enter a search term (words, characters, and caret codes) in the search box to highlight all occurrences of the search term in the document and display them on the Results page of the Navigation pane.

2. Display the Results page of the Navigation pane, and then do any of the following:

- Review the search results in context to locate a specific result.
- Point to a search result to display the number of the page on which it appears and the heading that precedes it.

- Click a search result to move to that location in the document.
- Click the Previous or Next button to move among the search results.
- Click the End your search button (the X) at the right end of the search box to clear the search results.

To restrict text search results from the Navigation pane

1. In the Navigation pane, click the Search for more things arrow at the right end of the search box, and then click Options.
2. In the Find Options dialog box, select the search criteria you want, and then click OK. Tip Selecting an option in the Find Options dialog box c

To display the Find tab of the Find And Replace dialog box

- In the Navigation pane, click the Search for more things arrow at the right end of the search box, and then click Advanced Find.
- On the Home tab, in the Editing group, click the Find arrow, and then click Advanced Find.
- Press Ctrl+G, and then click the Find tab

To open the Insert Hyperlink dialog box → Do any of the following:

- On the Insert tab, in the Links group, click the Add a Hyperlink button.
- Right-click the selection, and then click Hyperlink.
- Press Ctrl+K

To insert a hyperlink to a file

1. Select the text or graphic object to which you want to attach the hyperlink. Tip You can change the selected text from within the Insert Hyperlink dialog box by changing it in the Text To Display box.
2. Open the Insert Hyperlink dialog box. On the Link to bar, click the Existing File or Web Page button.
3. Do either of the following:
  - In the Look in area, browse to the target file.
  - In the Address box, enter the absolute path to the target file.