There are several different ways to move around in a document. The list below describes some of these ways.

**KEYBOARD METHODS**

- **End** – Press this key on the keyboard to move the insertion point to the end of a line.
- **Home** – To move the insertion point to the beginning of a line press this keyboard key.
- **CTRL + End** – Press this key combination to move the insertion point to the end of a document.
- **CTRL + Home** – To move the insertion point to the beginning of a document, press this key combination.
- **Arrow Keys**
  - **Right, Left, Up, Down** – To move the insertion point one character or line at a time, press one of these keys.
  - **CTRL + Right Arrow** – Press this key combination to move the insertion point one word to the right.
  - **CTRL + Left Arrow** – To move the insertion point one word to the left press this key combination.
- **Page Up** – To move the document up one screen at a time, press this key.
- **Page Down** – Press this key to move the document down one screen at a time.

**MOUSE METHODS**

**Scroll Bars**
These bars appear along the right side and the bottom of the document window. They are used to move around the document.

- **Up Scroll Arrow** – This arrow is used to move through a document line by line. Just click the arrow to move up in the document.
- **Down Scroll Arrow** – This arrow is used to move through a document line by line. Just click the arrow to move down in the document.
- **Scroll Box** - This box is used to move through the document. Just click the box and drag the mouse up and down to move around in the document.