



## **Moving the Insertion Point and Moving Text**

### **Move to the beginning of a line of text**

Click once in front of the first character in the line of text **OR**  
Use the keyboard arrow key(s) to move the insertion point **OR**  
Press the HOME key on the keyboard

### **Drop text down one line**

Click once in front of the first character in the line of text and press the Enter key on the keyboard.

### **Move text up one line**

Click once in front of the first character in the line of text and press the Backspace key on the keyboard.

### **To delete a character (letter, numeral, punctuation)**

Click or arrow to the right of the character and press the Backspace key on the keyboard **OR**  
Click or arrow to the left of the character and press the Delete key on the keyboard.

### **To move a line of text to the right**

Click once in front of the first character in the line of text and press the Spacebar or the Tab key on the keyboard.

### **To move a line of text to the left**

Click once in front of the first character in the line of text and press the Backspace key on the keyboard.

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