

CTRL Arrow - End/Top/Bottom of line

Shift Arrow - Accelerated movement of Cursor

Clear Key - Same as CTRL

Delete text - Break Key & Right Arrow deletes to Right
CTRL & Break Key Left Arrow deletes to Left
CTRL K deletes from cursor to end of line

Alignment - CTRL A

Invisible Carriage returns - CTRL :

Avoid alignment - Paragraphs - double space or indlent at
least 1 space or embedded command (Chap V)

F 1 - Back to Edit

F 2 - Menu

CTRL P - Paging (with previous 2 lines)

CTRL - - Backward paging with (previous 2 lines)

CTRL F - Find (Pg.12)

CTRL N - Next (in find mode)

CTRL G - Global Search & Replace

CTRL R - Replace (in Global mode)

CTRL G - & Nothing will erase found word etc with "N"

CTRL F - Wildcard eg. TH(up arrow)SE

CTRL B - Begin Block Commands - Move text etc

CTRL E - Ends Block Commands

CTRL C - Block Copy

Ctrl M - Block Move

Block Delete - CTRL X after CTRL E (pg.15)

CTRL O - Overstrike mode VS Insert Mode

CTRL Spacebar - Space in overstrike mode

CTRL @ - Char/Line

CTRL L - Keyclick

CTRL D - Disable Wordwrap

CTRL W - Start Wordwrap

CTRL H - Help

CTRL I - Information

CTRL Q - Quicksave

CTRL V - View

Special keys - (pg. 21)

Formating for print (pg. 40)