

## WORD POWER 3.3 COMMAND REFERENCE CARD

### EDIT COMMANDS

< Arrow Keys > = Cursor Movement  
< F1 > = Toggles Insert/Overstrike  
< F2 > = Delete Character  
< SHIFT > < 0 > = Toggles Upper/Lowercase  
< ALT > = Advance To Next Tab  
< SHIFT > < CLEAR > = Toggles Cursor To Beginning/End of Current Line  
< SHIFT > < UP ARROW > = Page Back  
< SHIFT > < DOWN ARROW > = Page Ahead  
< SHIFT > < F1 > = Quick Save  
< SHIFT > < F2 > = Underline Character  
< SHIFT > < LEFT ARROW > = [

### CTRL COMMANDS

A = Delete Till Beginning of Line  
B = Block Command Menu  
C = Continue Locate  
D = Delete Next Word  
E = Embed Codes Mark (~)  
F = Delete Till End of Line  
G = Mark Footer (\G)  
H = Mark Header (\H)  
I = Font Window  
J = Move To Previous Word  
K = Move To Next Word  
L = Locate / Replace  
M = Mark Block (B)  
N = Move To Bottom of Screen  
O = Graphics  
P = Center/Right Justify  
Q = Mail Merge Mark (\Q)  
R = End of List Mark (\R)  
S = Delete Previous Word  
T = Set/Reset Tabs

### CTRL KEY CONT

U = Move To Top of Screen  
V = View right portion  
W = Mail Merge Mark (I)  
X = Erase Text  
Y = Delete Line  
Z = Spooler/Calc./Split-Screen/Sort  
UP ARROW = Top of Text  
DOWN ARROW = End of Text  
RIGHT ARROW = Non-Space  
< ENTER > = Word Count  
/ = Help  
< SHIFT > < 1 > - < 5 > = Record/Playback Macro

### EMBEDDED OPTION CODES

LM = Set Left Margin  
RM = Set Right Margin  
TM = Set Top Margin  
BM = Set Bottom Margin  
PN = Page Number  
PC = Page Placement Col  
LS = Line Spacing  
JU = Justify On/Off  
PA = Print Pause  
NP = Force Next Page  
CO = 2 Column Marker  
GR = Filename >> Imbed Graphics

### PUNCTUATION MARKERS

\*A\* / \*N\* = A/An Error  
\*C\* = Capitalization Error  
\*D\* = Double Words  
\*Q\* = Quotation Error  
\*P\* = Parenthesis Error