

Edit and move text and graphics :-	
F8	Turn extend mode on.
F8, and then press Left Arrow or Right Arrow	Select the nearest character.
F8 (press once to select a word, twice to select a sentence, and so on)	Increase the size of a selection.
Shift+F8	Reduce the size of a selection.
Esc	Turn extend mode off.
Shift+Right Arrow	Extend a selection one character to the right.
Shift+Left Arrow	Extend a selection one character to the left.
Ctrl+Shift+Right Arrow	Extend a selection to the end of a word.
Ctrl+Shift+Left Arrow	Extend a selection to the beginning of a word.
Shift+End	Extend a selection to the end of a line.
Shift+Home	Extend a selection to the beginning of a line.
Shift+Down Arrow	Extend a selection one line down.
Shift+Up Arrow	Extend a selection one line up.
Ctrl+Shift+Down Arrow	Extend a selection to the end of a paragraph.
Ctrl+Shift+Up Arrow	Extend a selection to the beginning of a paragraph.
Shift+Page Down	Extend a selection one screen down.
Shift+Page Up	Extend a selection one screen up.
Ctrl+Shift+Home	Extend a selection to the beginning of a document.
Ctrl+Shift+End	Extend a selection to the end of a document.
Alt+Ctrl+Shift+Page Down	Extend a selection to the end of a window.
Ctrl+A	Extend a selection to include the entire document.
Ctrl+Shift+F8, and then use the arrow keys; press Esc to cancel selection mode	Select a vertical block of text.
F8+arrow keys; press Esc to cancel selection mode	Extend a selection to a specific location in a document.