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Moving

[Down arrow]/**[Up arrow]**	Next/previous line
[Right arrow]/**[Left arrow]**	Next/previous character
[End]/**[Home]**	End/Beginning of the line
[PgUp]/**[PgDn]**	Previous/Next screen page
[Ctrl][Alt][PgDn]/**[Ctrl][Alt][PgUp]**	Bottom/Top of the window
[Ctrl][Home]/**[Ctrl][End]**	Beginning/End of the document
[Ctrl][Up arrow]/**[Ctrl][Down arrow]**	Previous/Next paragraph

Selections

[F8]/**[Ctrl][Shift][F8]**	Text/column selection
[Shift][F8]	Back to previous selection
[Ctrl] A	Select whole document

Insert special character/content

[Shift][Enter]	Line break
[Ctrl][Enter]	Page break
[Ctrl][Shift][Enter]	Column break
[Ctrl][Shift][Space]	Non-breaking space
[Ctrl] _	Non-breaking hyphen
[Ctrl] -	Optional hyphen
[F3]	Create a new building block
[Alt][Shift] T	Time field
[Alt][Shift] D	Date field
[Alt][Shift] P	Page field
[Ctrl][Alt] C	Copyright symbol
[Ctrl][Alt] R	Registered trademark symbol
[Ctrl][Alt] T	Trademark symbol
[Ctrl][Alt] . (full stop)	Ellipsis

Specific keyboard shortcuts

Fields

[F11]	Go to the next field
[Shift][F11]	Go to the previous field
[F9]	Update the field
[Ctrl][F9]	Insert a field
[Shift][F9]/**[Alt][F9]**	Display/hide field code of the pointed field/all fields
[Ctrl][Shift][F9]	Replace a field by its result

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Tables

[Tab]/**[Shift][Tab]**	Select the next/previous cell
[Alt][End]/**[Alt][Home]**	Move to the last/first cell of the line
[Alt][PgDn]/**[Alt][PgUp]**	Move to the last/first cell of the column
[Ctrl][Tab]	Tab characters in a cell

Outline view

[Alt][Shift][Left arrow]	Promote a paragraph
[Alt][Shift][Right arrow]	Demote a paragraph
[Alt][Shift] 1 (or **2** or **3**...)	Show heading by level
[Alt][Shift] +	Expand a heading
[Alt][Shift] -	Collapse a heading
[Alt][Shift] A	Show all documents (titles, subtitles and text)
[Alt][Shift][Up arrow]	Move title up
[Alt][Shift][Down arrow]	Move title down

Mail merge

[Alt][Shift] N	Merge to new document
[Alt][Shift] M	Print merged document
[Alt][Shift] E	Edit the data document

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