



Word: One of the Best Keyboard Shortcuts

Scenario: You have a number of paragraphs in a row and there's one that is in the wrong position...it needs to be moved up (or down) the body of other paragraphs.

There's not even a need to select the paragraph! Just place the cursor *anywhere within the paragraph*. And press [ALT] [CTRL] ↑ or [ALT] [CTRL] ↓ (depending on whether you want to move it *up* or *down* the document). The paragraph is automatically become selected and start sliding up (or down) your document.

Nifty neat-o!

Even better: it also works in the body of your Outlook emails!