

Tips And Tricks

June 19, 2017

Quickly Delete Words

- To delete multiple contiguous words
 - Place insertion point where you want to begin
 - To delete words to the right, press ctrl+ delete
 - To delete words to the left, press ctrl+ backspace
- To delete part of a word
 - Place insertion point where you want to begin
 - To delete letters to the right, press ctrl+ delete
 - To delete letters to the left, press ctrl+ backspace