

Locating your last edits in Microsoft Word

Ever work with a long document in Microsoft Word and need to quickly find where you made your last edits? This tip shows you how Word can automatically take you to the last three locations in your document where you typed or edited text.

Here's how to do it:

1. Inside of your document, press SHIFT + F5 together. The cursor will appear at the point you made your last change.
2. To see the previous change press SHIFT + F5 together again.