

SHORTCUT	DESCRIPTION
Ctrl & A	Highlight all text
Ctrl & B	Bold
Ctrl & I	Italicize
Ctrl & U	Underline
Ctrl & C	Copy
Ctrl & V	Paste
Ctrl & N	Bring up new document (blank)
Ctrl & X	Cuts text
Ctrl & P	Prints document
Ctrl & O	Open documents (file control)
Ctrl & S	Save
F12	Save as
Ctrl & Z	Undo (Clipboard command)
Ctrl & Y	Redo
Alt & Tab	Toggle all open documents/programs [Hold Alt and type Tab]
Ctrl & "left arrow key"	Move one word to left
Ctrl & "right arrow key"	Move one word to right
"End"	Moves curser to end of current line
"Home"	Moves the curser to the beginning of the line
Ctrl & "Home"	Moves curser to beginning of the document
Ctrl & "End"	Moves the curser to the end of the document
Alt & F	Bring up File menu
Alt & E	Bring up Edit menu
Alt & F4	Closes program (e.g., MSWord)
"Esc"	Closes any dialog box or menu; or cancels an action
"Flying windows key" & M	Minimizes all windows at a time
Ctrl & F4	Closes open document (but not the program) * Same as Ctrl & W
Ctrl & W	Closes open document* Same as Ctrl & F4
Ctrl & Shift & "right arrow"	Highlights/selects word to the right of the curser
Ctrl & Shift & "left arrow"	Highlights/selects word to the left of the curser
Ctrl & D	Brings up Font dialog box in Windows
Ctrl & "Enter"	Gives you a page break

Note: The Alt key & ANYTHING that is underlined will do the

task