

Keyboard Shortcuts

Ctrl + Alt + Delete allows you to access the Task Manager. This is useful when programs freeze and you need to shut them down

Ctrl + Home – Move cursor to beginning of document

Ctrl + End – Move cursor to end of document

Ctrl + A – Select All

Ctrl + C – Copy

Ctrl + X – Cut

Ctrl + V – Paste

Ctrl + Z – Undo

Ctrl + S – Save

Ctrl + B – Bold

Ctrl + I – Italics

Ctrl + U – Underline

Ctrl + O – Open

Ctrl + N – New (new document)

Ctrl + P – Print

Ctrl + F - Find

Shift + Arrow Keys – To Select