

KEYBOARD SHORTCUTS

Ctrl ----- ---Activates commands
Ctrl + A ----- --Select all
Ctrl + B -----Bold text
Ctrl + C -----Copy text
Ctrl + D -----Select font
Ctrl + E -- -----Center text
Ctrl + F ----- Find a word or phrase
Ctrl + G -- -----Go to a certain page
Ctrl + H -- -----Find a word or phrase and replace it with another
word or phrase
Ctrl + I -----Italics
Ctrl + J -----Left Justified
Ctrl + K -----Hyperlink
Ctrl + N -----New window
Ctrl + O-----Open an existing document
Ctrl + P -----Print a text or document
Ctrl + S -----Save a document
Ctrl + U ----- Underline a text or a phrase
Ctrl + V -----Paste the copied text
Ctrl + X ----- Cut a text
Ctrl + Y -----Redo actions
Ctrl + Z-----Undo actions
Ctrl + F2 ----- Print preview
Ctrl + Home -- -----Takes to the top of the document
Ctrl + End-- -----Takes you to the end of the document
Ctrl + Esc -- -----Generates the main menu
Window Button +E --- Windows Explorer
Ctrl +Shift + E -- -----Track changes
Ctrl + 1 -- -----Single line spacing

Ctrl + 2 -- -----Double line spacing
Ctrl + 0 ----- Remove line spacing
Ctrl + [- -----Next smaller font size
Ctrl +] -- -----Next larger font size
Ctrl + Shift + < ----- Next smaller font size
Ctrl + Shift + > --- Next larger font size
Ctrl + ← -- -----Skips one word to the left
Ctrl + → -- -----Skips one word to the right
Ctrl + ↵ -----Takes you to another page
Ctrl + F1 -- -----Task Panel
Ctrl + Shift + S ----- Clear formatting
Ctrl + Shift + F ----- -Font size
Ctrl+ Shift + A----- Changes letter case i.e. capital small or title case letter
Alt -- -----Activates the menus, then start pressing the underlined
letter to get what you want
Alt +Shift +D -- -----Date insertion
Alt + Ctrl + C ----- Copy right ©
Alt + Ctrl + R ----- All rights reserved ®
Alt + Ctrl + T -- ---Trade Mark ™
Shift + F3 ----- Changes letter case i.e. capital small or title case letter
Shift + End -- ----Highlights up to the end of the line
Shift + Home -- ---Highlights up to the start of the line
Shift +F1 -- -----Reverse Formatting
Alt + F4 -- -----Closing a window
Alt + F4 -- -----Shutting down a computer
Alt + Click ----- Research
F1 --- -----Help
F5 -----Find and Replace
F7 -- -----Spelling and Grammar
F10 -----Activates menus
F12 -- -----Save As