



Commonly Used Keyboard Shortcuts

Many tasks that you currently do with the mouse can easily be done using key commands instead. Key commands are easy to learn and are a lot easier on the body.

1. **Cursors** - to move the cursor around the screen, the following keys are available:

- Arrow Keys (up, down, up & down)
- Page Up / Down (moves cursor half a screen up or down)
- Home / End (moves cursor to beginning or end of a line)
- Ctrl + Right or Left Arrow Keys (allows the cursor to skip words)

2. **Selecting Text** - to select or highlight text:

- Hold down the shift key and use the Arrow, Page Up/Down, or Home/End keys
- Ctrl + A = Highlight All

3. **Editing/Printing/Saving** - to cut, copy, and paste, select your text and use the following key combinations:

- Ctrl + X = Cut
- Ctrl + C = Copy
- Ctrl + V = Paste
- Ctrl + B = Bold
- Ctrl + I = Italics
- Ctrl + U = Underline
- Ctrl + O = Open
- Ctrl + P = Print
- Ctrl + N = New Document
- Ctrl + Z = Undo
- Ctrl + S = Save

4. **Open Menus** - to go into a menu and select a task:





- Under each menu option you will find a letter in each word that is underscored, i.e., File or Edit.
- ALT + Underscored letter opens file.
- ALT + F = File, ALT + E = Edit etc.
- Once you are in the menu, you will see more letters underscored. Simply strike the desired letter. There is no need to hit the ALT key once you are in the menu.
- If you are in a dialogue box, then ALT + Letter has to be used. The TAB key gets you from field to field. Enter will activate the OK or Cancel Button.

5. Printing Documents

- Ctrl + P = Print

6. Minimize Programs

- ALT + Space Bar + N = Minimize

7. Toggling - to go between different programs that are already open:

- ALT + TAB (holding down the ALT button)

8. Navigating on the Web

- Use Arrows or Page Up / Down to scroll
- ALT + Right Arrow = Page Forward
- ALT + Left Arrow = Page Back

OTHER SHORTCUTS: See www.microsoft.com. Type “keyboard shortcuts” in the search box.

