

COMMON KEYBOARD COMMANDS (SHORTCUTS)

Shortcut Keys (Press these)	Action Performed
▪ Ctrl + X	Cut the selected item(s)
▪ Ctrl + C	Copy the selected item(s)
▪ Ctrl + V	Paste the selected item(s)
▪ Ctrl + Z	Undo an action
▪ Ctrl + Y	Redo an action
▪ Ctrl + A	Select All
▪ Ctrl + P	Print
▪ Ctrl + F	Find
▪ Ctrl + B	BOLD text
▪ Ctrl + I	ITALICIZE text
▪ Ctrl + U	UNDERLINE text
▪ Ctrl + R	RIGHT ALIGN text
▪ Ctrl + L	LEFT ALIGN text
▪ Ctrl + E	CENTER ALIGN text
▪ Ctrl + J	JUSTIFY ALIGN text
▪ Esc	Cancel a current command
▪ Hold down 'Shift'	Select contiguous items (<i>such as words, files, & folders</i>)
▪ Hold down 'Ctrl'	Select non-contiguous items

NAVIGATION SHORTCUTS USING THE KEYBOARD

(THESE NOT ONLY WORK IN WORD BUT IN OTHER APPLICATIONS AND SCENARIOS AS WELL, SUCH AS BROWSING A WEB PAGE)

Shortcut Keys (Press these)	Action Performed
▪ Page Up	Move up one page at a time
▪ Page Down	Move down one page at a time
▪ Ctrl + Home	Moves you to the beginning of the document
▪ Ctrl + End	Moves you to the end of the document