

Computer Training Program

Keyboard shortcuts

Sometimes using the keyboard is easier or quicker, for example, when you are copying & pasting.

(Press and hold the first key, then tap the second key)

Ctrl + Z = Undo the last change

Ctrl + Y = Redo the last change

Ctrl + S = Save

Ctrl + X = Cut

Ctrl + C = Copy

Ctrl + V = Paste

Ctrl + B = Bold

Ctrl + I = Italic

Ctrl + N = New document

Alt + Tab = Go to the next window (if you have more than one window open)

Ctrl + P = Print

Ctrl + F = Opens the "find" box so you can search for text.

Ctrl + Home = Go to the beginning of the document

Ctrl + End = Go to the end of the document

Alt + Backspace = Deletes one word at a time