

STANDARD WINDOWS COMMANDS:

General File Operations:

<u>COMMAND</u>	<u>MENU</u> (Alt+underlined letter)	<u>SHORTCUT</u>
OPEN (retrieve).....	File, <u>O</u> pen.....	Ctrl+O
PRINT	File, <u>P</u> rint	Ctrl+P
SAVE	File, <u>S</u> ave.....	Ctrl+S
SaveAs (new filename)	File, <u>S</u> ave <u>A</u> s	(n/a)
NEW document window	File, <u>N</u> ew.....	Ctrl+N
CLOSE (active window, document).....	File, <u>C</u> lose.....	Ctrl+F4
EXIT (program)	File, <u>E</u> xit.....	Alt+F4

Text Enhancement:

BOLD	Format, <u>F</u> ont, <u>B</u> old.....	Ctrl+B
UNDERLINE	Format, <u>F</u> ont, <u>U</u> nderline.....	Ctrl+U
ITALIC.....	Format, <u>F</u> ont, <u>I</u> talic.....	Ctrl+I
Changing the FONT	Format, <u>F</u> ont.....	choose desired font

Editing:

Erase to the right of insertion point	Delete
Erase to the left of insertion point	Backspace
UNDO (last editing change)	<u>E</u> dit, <u>U</u> ndo..... Ctrl+Z
Redo (MS-Office)	Edit, <u>R</u> edo..... Ctrl+Y

Navigation:

Ctrl+→	Word Right	Ctrl+Home	Top of document
Ctrl+←	Word Left	Ctrl+End	End of document
Home	Beginning of line	PgUp	Up one screen
End	End of line	PgDn	Down one screen

Selecting Text

Hold **SHIFT** plus any keyboard navigation

Select Entire documentEdit, Select All **Ctrl+A**

Select individual items..... **Control+Click**

Select group of adjacent itemsShift+arrow **Shift+Click**

Copying & Moving Text:

CUT selected text to the clipboardEdit, Cut..... **Ctrl+X**

COPY selected text to the clipboard:Edit, Copy **Ctrl+C**

PASTE clipboard contentsEdit, Paste **Ctrl+V**

In a Dialog Box:

Navigate to next / previous field **TAB / Shift+Tab**

Access and item..... **ALT+underlined letter**

Check / Uncheck checkboxesClick checkbox **Spacebar**

Display / Open a listClick list button **ALT+Down Arrow**

Working with multiple windows in same app:

NEXT active (document) windowWindow..... **Ctrl+F6**

Open START MENU **Windows Key**

Switch between active applications..... **Alt+Tab**