

Keyboard Shortcuts

Keyboard Shortcut:	Function:
First Set of 10 Keyboard Shortcuts:	
F7 Key	Used to check the spelling in a Microsoft document
Ctrl key + U key	Used to underline text
Ctrl key + Z key	Used to undo the last thing you did
Ctrl key + Y key	Used to redo the last thing you did
Ctrl key + N key	Used to create a new document
Ctrl key + A key	Used to select all
Ctrl key + B key	Used to make selected text bold
Ctrl key + S key or Shift key + F12 key	Both can be used to save a document
Arrow keys	Used to move the cursor around (up, down, side to side) in existing text
Shift key + Arrow keys	Used to select and highlight existing text
Second Set of 10 Keyboard Shortcuts:	
Ctrl key + K key	Used to create a hyperlink
Ctrl key + C key	Used to copy selected text or images
Ctrl key + X key	Used to cut selected text or images from a document
Ctrl key + Shift Key + F key	Used to change the font
Ctrl key + V key	Used to paste text or an image that has already been copied or cut
Ctrl key + P key	Used to print a document
Ctrl key + O key	Used to open a document
Ctrl key + I key	Used to make selected text italic
Ctrl key + F key	Used to find specific text on a page
Ctrl key + E key	Used to center text on a document
Last Set of 10 Keyboard Shortcuts:	
Ctrl key + L key	Used to left align text
Ctrl key + R key	Used to right align text
Ctrl key + Backspace key	Used to delete an entire word to the left of the cursor
Ctrl key + Delete key	Used to delete an entire word to the right of the cursor
Ctrl key + Home key	Used to go to the beginning of a document (top)
Ctrl key + End key	Used to go to the end of a document (bottom)
PrntScr key or PrnSc key	Used to capture an image of exactly what is showing on your monitor's screen
Shift key + F7 key	Used to open a thesaurus
Ctrl key and + key	Used to zoom into a document to make it larger and easier to see
Ctrl key and - key	Used to zoom out of a document to make it smaller to view