

Keyboard Shortcuts

Ctrl+A = Select all

Ctrl+F = Find (search and replace words too)

Ctrl+C = Copy

Ctrl+X = Cut (copies and cuts simultaneously)

Ctrl+V = Paste

Ctrl+Z = Undo

Ctrl+S = Save

Ctrl+P = Print

Alt+Tab = Switch between windows

Alt + PrtScn = takes a screenshot

Shift + arrows = Highlights characters/letters

Ctrl + Shift + arrows = Highlights lines at a time

Ctrl-B Bold font

Ctrl-U Underline font

Ctrl-I Italic font

Home Beginning of line

End End of the line

Ctrl-Home Beginning of the document

Ctrl-End End of the document

****Mac devices use the Command key rather than the Control key.**