

## Quick List

Ctrl + Z.....	Undo
Ctrl + Y.....	Redo
Ctrl + A.....	Select All
Ctrl + C.....	Copy
Ctrl + X.....	Cut
Ctrl + V.....	Paste
Ctrl + U.....	Underline
Ctrl + I.....	Italicize
Ctrl + B.....	Bold
Ctrl + N.....	New Document
Ctrl + S.....	Save
Ctrl + O.....	Open
Ctrl + P.....	Print
Ctrl + Enter.....	Page Break
Shift + Tab.....	Tab Back
Shift + Left.....	(De)Highlight One Character Left
Shift + Right.....	(De)Highlight One Character Right
Shift + Up.....	(De)Highlight One Line Up
Shift + Down.....	(De)Highlight One Line Down
F1.....	Help
Ctrl + Left Click.....	Select Multiple Menu Items
Shift + Left Click.....	Select Multiple Menu Items
Alt + Tab.....	Switch Between Windows
Ctrl + Tab.....	Switch Between Tabs

Action	Description	Shortcut
Undo	Undoes the last action performed. May be used in succession.	Ctrl + Z
Redo	Redoes the last action undone. May be used in succession.	Ctrl + Y
Select All	Selects the entire text in the document/page.	Ctrl + A
Copy	Copies the selected text/image to the clipboard.	Ctrl + C
Cut	Copies the selected text/image, and then deletes it.	Ctrl + X
Paste	“Pastes” the content of the clipboard to the page.	Ctrl + V
Underline	Underlines the selected text.	Ctrl + U
Italicize	Italicizes the selected text.	Ctrl + I
Bold	Bolds the selected text.	Ctrl + B
New Document	Opens a new document or webpage.	Ctrl + N
Save	Saves the current document over the place it was last saved. If no save location has been chosen, prompts the user for a save location.	Ctrl + S
Open	Prompts the user to select a document to open for reading/editing.	Ctrl + O
Print	Prints the document, opening a dialog box where the user may select his or her preferences.	Ctrl + P
Page Break	Breaks to the next page from the position used. Moves any text/images below the position used to the next page.	Ctrl + Enter
Tab Back	Moves to previous field or creates a backwards tab.	Shift + Tab
(De)Highlight Left	Highlights one character to the left.	Shift + Left
(De)Highlight Right	Highlights one character to the right.	Shift + Right
(De)Highlight Up	Highlights one line up.	Shift + Up
(De)Highlight Down	Highlights one line down.	Shift + Down
Help	Opens the Windows Help dialog box.	F1
Multiple Selection	Selects or deselects the item the user has clicked upon. Used to select multiple <b>individual</b> items from a list.	Ctrl + Left Click
Multiple Selection	Selects or deselects the item and all the items between the item the user clicked and the initially selected item. Requires the user to select at least two items. Used to select multiple items <b>in a row</b> from a list.	Shift + Left Click
Window Selection	Used to quickly switch between open windows. Opens a small window that displays the current open programs in a horizontal list.	Alt + Tab
Tab Selection	Used to quickly switch between tabs in programs such as Internet Explorer. This shortcut only applies to programs with multiple tabs.	Ctrl + Tab