

## Keyboard Shortcuts for Windows Applications

| Keyboard Shortcut | Function                            |
|-------------------|-------------------------------------|
| <b>Ctrl+B</b>     | Bold                                |
| <b>Ctrl+I</b>     | Italics                             |
| <b>Ctrl+U</b>     | Underline                           |
| <b>F1</b>         | Help                                |
| <b>Ctrl+F</b>     | Activate the Find utility           |
| <b>Ctrl+S</b>     | Save a document                     |
| <b>Ctrl+P</b>     | Print a document                    |
| <b>Ctrl+A</b>     | Select all                          |
| <b>Ctrl+X</b>     | Cut a selected object               |
| <b>Ctrl+C</b>     | Copy a selected object              |
| <b>Ctrl+V</b>     | Paste a copied or cut object        |
| <b>Ctrl+Z</b>     | Undo                                |
| <b>Ctrl+Home</b>  | Move to the beginning of a document |
| <b>Ctrl+End</b>   | Move to the end of a document       |
| <b>Alt+F4</b>     | Closes an active window             |
| <b>Alt+Tab</b>    | Cycles between open applications    |

## Microsoft Office Keyboard Shortcuts

\* Please note that the following keyboard shortcuts are for Microsoft Office only.

| <b>Keyboard Shortcut</b> | <b>Function</b>                    |
|--------------------------|------------------------------------|
| <b>Ctrl+N</b>            | Creates a new document             |
| <b>Ctrl+O</b>            | Open a document                    |
| <b>Ctrl+L</b>            | Left align a paragraph             |
| <b>Ctrl+E</b>            | Center a paragraph                 |
| <b>Ctrl+R</b>            | Right align a paragraph            |
| <b>Ctrl+J</b>            | Justify (left and right alignment) |