

# Keyboard Shortcuts

Action	Control
Beginning of Document	Home
Bold	B
Center Align	E
Copy	C
Cut	X
Delete a Word	Delete
End of Document	End
Find & Replace	F
Go to Page	G
Highlight All	A
Insert a Hyperlink	K
Italic	I
Left Align	L
New Document	N
Open	O
Paste	V
Print	P
Repeat	Y
Right Align	R
Save	S
Underline	U
Undo	Z

Ways to Highlight Text	
Selected Text	Click and Drag Mouse
Selected Text	Click - Shift - Click
Selected Text	F8 Key and use Arrow Keys
Select All	Control + A
Cursor to End of Line	Shift + End
Cursor to Beginning of Line	Shift + Home
Word	Double Click
Sentence	Control + Click
Line	Click in Left Margin
Paragraph	Double Click in Left Margin