

BASIC SHORTCUT KEYS

The below is a listing of basic shortcut keys that will work with almost all IBM compatible computers and software programs. It is highly recommended that all users keep a good reference of the below short cut keys and/or try to memorize them. Doing so will dramatically increase your productivity.

<u>Shortcut Keys</u>	<u>Description</u>
Alt + F	File menu options in current program.
Alt + E	Edit options in current program
F1	Universal Help in 90% of Windows programs.
Ctrl + A	Select all text.
Ctrl + X	Cut selected item.
Shift + Del	Cut selected item.
Ctrl + C	Copy selected item.
Ctrl + V	Paste
Home	Goes to beginning of current line.
Ctrl + Home	Goes to beginning of document.
End	Goes to end of current line.
Ctrl + End	Goes to end of document.
Shift + Home	Highlights from current position to beginning of line.
Shift + End	Highlights from current position to end of line.
Ctrl + Left arrow	Moves one word to the left at a time.
Ctrl + Right arrow	Moves one word to the right at a time.