

Basic Shortcut Keys

Alt + F File menu options in current program

Alt + E Edit options in current program

F1 Universal Help (for all programs)

Ctrl + A Select all text

Ctrl + X Cut selected item

Shift + Del Cut selected item

Ctrl + C Copy selected item

Ctrl + Ins Copy selected item

Ctrl + V Paste

Shift + Ins Paste Home Go to beginning of current line

Ctrl + Home Go to beginning of document

End Go to end of current line

Ctrl + End Go to end of document

Shift + Home Highlight from current position to beginning of line

Shift + End Highlight from current position to end of line

Ctrl + ← Move one word to the left at a time

Ctrl + → Move one word to the right at a time