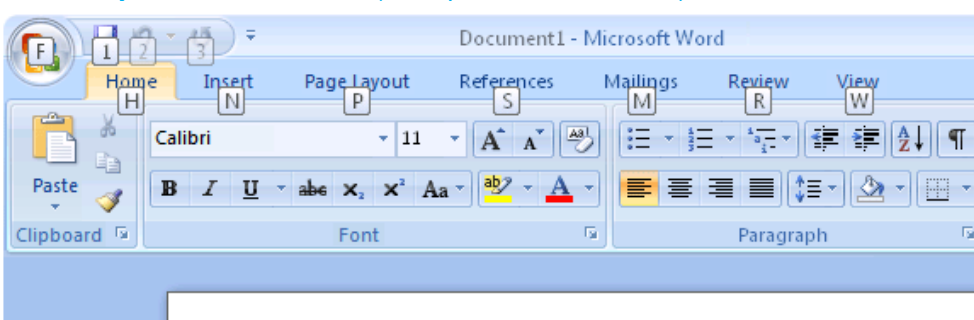


Windows Shortcut Keys

General

Copy	CTRL-C	To change caps select	SHIFT-F3
Paste	CTRL-V	Superscript	CTRL-SHIFT- =
Undo	CTRL-Z	Subscript	CTRL- =
Change window	ALT-TAB	Copyright ©	CTRL-ALT-C
Page break	CTRL-ENTER		
Quit application	ALT-F4		
Copy a picture of the screen to the clipboard.		Print screen	
Copy a picture of the selected window to the clipboard.		Alt + Print screen	
Use Alt key for the main menus (examples: ALT-F, ALT-H)			



Formatting

Bold	CTRL-B
Italics	CTRL-I
Underline	CTRL-U
Heading 1	CTRL-ALT-1
Heading 2	CTRL-ALT-2
Heading 3	CTRL-ALT-3

Commands

Save	CTRL-S
Save as	F12
Print	CTRL-P
Find	CTRL-F
Go to last edit in doc	SHIFT-F5
Check spelling	F7
Minimise window	ALT-SPACE, N
Maximise window	ALT-SPACE, X

Navigating

Start of Line	HOME
End of Line	END
End of Document	CTRL-END
Start of Document	CTRL-HOME
Move by one Word	CTRL ←→
Move by one Para	CTRL ↑↓
Use PageUp / PageDn <i>not</i> scroll bar	

Selecting

Select all	CTRL-A
Select a whole word	CTRL-SHIFT ←→
Select a whole paragraph	CTRL-SHIFT- ↑↓
Select to end of line	SHIFT-END
Select to start of line	SHIFT-HOME

Deleting

Delete prev word	CTRL-BACK SPACE
Delete next word	CTRL-DELETE

Spreadsheets & Tables

Next cell	TAB
Previous cell	SHIFT-TAB
First cell in row	ALT-HOME
Last cell in row	ALT-END
Top cell in column	ALT-PAGEUP
Last cell in column	ALT-PAGEDN