

Windows Shortcut Keys

Copy	Ctrl-C
Paste	Ctrl-V
Undo	Ctrl-Z
Change Window	Alt-Tab
Quit Application	Alt-F4

Use **Alt** key for characters in menus e.g. File ⇒ Alt-F

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

Deleting

Delete Prev Word	Ctrl-Bckspace
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

Commands

Save	Ctrl-S
Print	Ctrl-P
Find	Ctrl-F
Go to last edit in Doc	Shift-F5
Check spelling	F7
Close sub-window	Ctrl-F4
Minimise	Alt, Space, N
Maximise	Alt, Space, X
Update all fields	Ctrl-A, F9

Navigating

Use PageUp / PageDn *not* scroll bar

End of Line	End
Start of Line	Home
End of Document	Ctrl-End
Start of Document	Ctrl-Home
Move by one Word	Ctrl-left/right arrow
Move by one Para	Ctrl-up/down arrow

Selecting

Select All	Ctrl-A
Select a whole Word	Ctrl-Shift-left/right arrow
Select a whole Paragraph	Ctrl-Shift-up/down arrow
Select to end of line	Shift-End
Select to start of line	Shift-Home

Useful Extras

Try some of these	
To change Caps select some text and press	Shift-F3
Superscript	Ctrl-Shift=
Subscript	Ctrl=
Page Break	Ctrl-Enter
Copyright ©	Ctrl-Alt-C
Close sub-window	Ctrl-F4
Change sub-window	Ctrl-Tab

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