




Essential Shortcuts for Word Processing

CTRL + A	Select all text and graphics in open document
CTRL + C	Copy selected text or graphics
CTRL + X	Cut selected text or graphics
CTRL + V	Paste last text or graphics copied or cut
CTRL + Z	Undo last action
CTRL + S	Save current file
CTRL + P	Print - opens 'Print' dialog box
CTRL + O	Open - opens 'Open' dialog box
CTRL + N	New - creates a new document

Essential Shortcuts for Windows Management

 + E	Opens ' My Computer ' in Windows Explorer
 + M	Minimize all Windows
 + Shift + M	Maximize all Windows (after minimizing)
Alt + Tab	Switch between open programs and windows
Alt + F4 (in program or window)	Close current program or Window
Alt + F4 (from desktop)	Computer Shutdown prompt