

KEYBOARD SHORTCUTS (for Windows Programs)

FUNCTION

SELECT ALL

UNDO

SAVE

BOLD

UNDERSCORE

COPY

PASTE

CUT

ITALICIZE

FONT MENU

SHORTCUT

CTRL + A

CTRL + Z

CTRL + S

CTRL + B

CTRL + U

CTRL + C

CTRL + V

CTRL + X

CTRL + I

CTRL + D

FUNCTION

GO TO

FIND & REPLACE

PRINT

SAVE AS

HYPERLINK

OPEN MENU

NEW DOC.

FIND/REPLACE

*CURRENT DATE

SHORTCUT

CTRL + G

CTRL + F

CTRL + P

CTRL + W

CTRL + K

CTRL + O

CTRL + N

CTRL + H

CTRL + ;

* Current date feature works in Access table or form; or in an Excel Worksheet.

To get a line where you don't have text, i.e., a signature line, use the tab key after you already hit Ctrl + U to underline.

Hold the Shift Key down to select multiple items in consecutive order; or hold down the Ctrl key to select multiple non-consecutive items.

You can also use the **Alt Key** in conjunction with underlined letter in standard toolbar to open menus. For example, Alt + F to open File menu, as the F is the underlined letter—(look at standard toolbar at top of your screen when you're in WORD or Excel and you'll see that the F is underlined).