

Shortcut keys

Hold down ctrl and

- A select all
- S save document
- P print document
- Z undo
- N new document
- move cursor one word forward
- ← move cursor one page backward
- F4 closes a window
- Tab toggles between windows in one programme
- Enter puts in a page break
- Delete left deletes whole word to the left
- Delete right deletes whole word to the right

Make a selection then hold down ctrl and

- R right justify
- U underline
- I italicise
- L left justify
- X cut selection
- C copy
- V paste
- B bold
- 2 double space lines
-] makes selection bigger
- [makes selection smaller

Hold alt and

- F4 shuts down any programme
- Tab toggles between two programmes
- ← move back a page on the internet
- move forward a page on the internet

Press alt and release

underlined letter of menus activates them eg alt + f activates the file menu then use ↑ or ↓ to choose or use the underlined letters. Eg page setup is accessed via

Alt + f + u and the l gives you landscape

F12 alone is save as

Special symbols are in insert menu – symbols. This brings up a table with lots of different symbols. Each different font has different symbol sets eg Ω ⅓ ∑ © ® ² ³

Double click on word highlights it, triple click highlights the whole paragraph that word is in.

Hold down ctrl + shift and

P selects point size window (just type a new number)
F selects font style window (type the first letters of the font you want then use ↑ or ↓ to choose)
→ or ← selects a word at a time
↑or↓ selects a line at a time

Hold shift and

→ or ← selects one letter at a time

Toggle between all caps, sentence and title style

Block the text, hold shift key and tap F3 key. Each tap will change style