

Basic Key Commands¹

Ctrl + A	Select All
Ctrl + B	Makes selected text bold (If no text is selected, this command will make the text that you type from this point bold. Press it again to stop typing in bold text.)
Ctrl + C	Copy (Copies text and leaves original)
Ctrl + E	Centers text
Ctrl + F	Opens a dialog box to help you Find text
Ctrl + G	Opens a dialog box so you can Go To a specific place in the text
Ctrl + H	Opens a dialog box so that you can Replace certain words throughout the document
Ctrl + I	Makes selected text <i>italicized</i> (If no text is selected, this command will italicize the text that you type from this point bold. Press it again to stop typing in italics.)
Ctrl + K	Opens a dialog box so that you can Insert a Hyperlink
Ctrl + N	Opens a New Document
Ctrl + O	Open a Document
Ctrl + P	Print
Ctrl + Q	Aligns text to left side of page
Ctrl + S	Saves document
Ctrl + V	Paste (Pastes the text that you MOST RECENTLY Cut or Copied)
Ctrl + W	Closes document
Ctrl + X	Cut (Copies text and deletes original)
Ctrl + Y	Redo (latest action – you may press once for every Undo)
Ctrl + Z	Undo (latest action – you may press more than once)
Ctrl + Enter	Inserts Page Break
Ctrl + Backspace	Deletes entire word to the left of cursor

¹ If you use a Mac, press the Apple button instead of Ctrl. Most of the key commands work the same way in both systems.

Ctrl + Del Deletes entire word to right of cursor

Moving the Cursor²

Ctrl + Right arrow Cursor jumps one whole word to the right

Ctrl + Left arrow Cursor jumps one whole word to the left

End Cursor jumps to end of line

Home Cursor jumps to beginning of line

Ctrl + End Cursor jumps to end of document

Ctrl + Home Cursor jumps to beginning of document

² Pressing Shift with any of these commands will select the text between where your cursor started and where it ended up.