

KEYBOARD SHORTCUTS

Press	To
F1	Get online Help or the Office Assistant
F4	Repeat the last action
F5	Choose the Go To command (Edit menu)
F7	Choose the Spelling command (Tools menu)
F12	Choose the Save As command (File menu)
ESC	Cancel an action
Backspace	Remove the character to the left of the cursor
Delete	Remove the character to the right of the cursor
CTRL+ A	Select All
CTRL+ B	For bold
CTRL + I	For italic
CTRL + U	For underline
CTRL + Z	Undo an action
CTRL + Y	Redo or repeat an action
CTRL + S	Choose the Save As command (File menu)
CTRL + P	Choose the Print command (File menu)
CTRL + HOME	Move the cursor to the beginning of the document
CTRL + END	Move the cursor to the end of the document
HOME	Move the cursor to the beginning of the line
END	Move the cursor to the end of the line
Arrow Keys	Move the cursor up or down one line at a time and left or right one space at a time.
CTRL+→	Move the cursor one word to the RIGHT
CTRL+←	Move the cursor one word to the LEFT
ALT+F4	To close a window

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PLAYING WITH THE KEYS