Useful shortcuts

CTRL + S = save ☐

CTRL + X = cut ☐

CTRL + O = open ☐

CTRL + P = print ☐

CTRL + C = copy ☐

CTRL + V = paste ☐

CTRL + A = selects whole document ☐

CTRL + B = bold ☐

CTRL + U = underline ☐

CTRL + I = italics ☐

CTRL + F = find specific text ☐

CTRL + N = new document ☐

CTRL + Z = undo last action ☐

LEFT ARROW = one character to the left ☐

RIGHT ARROW = one character to the right ☐

CTRL + LEFT ARROW = one word to the left ☐

CTRL + RIGHT ARROW = one word to the right ☐

UP ARROW = one line ☐

DOWN ARROW = one line down ☐

CTRL + UP ARROW = one paragraph up ☐

CTRL + DOWN ARROW = one paragraph down ☐

END = to the end of the line ☐

HOME = to the beginning of the line ☐

PAGE UP = up one screen (scrolling) ☐

PAGE DOWN = down one screen (scrolling) ☐

CTRL + PAGE DOWN = to the top of the next page ☐

CTRL + PAGE UP = to the top of the previous page ☐

ALT + F4 = escape or exit from programme ☐

ALT + CTRL + PAGE UP = to the top of the window ☐

ALT + CTRL + PAGE DOWN = to the bottom of the window ☐

CTRL + END = to the end of a document ☐

CTRL + HOME = to the beginning of a document ☐

CTRL + SHIFT + HOME = highlight whole document (if cursor at end of doc) ☐

CTRL + SHIFT + END = highlight whole document (if cursor at beginning of doc) ☐

SHIFT + ARROW KEY = to highlight individual letters ☐

CTRL, SHIFT + ARROW = to highlight whole words ☐

TAB + INITIAL LETTER OF PROGRAMME = to access programme from desktop ☐

WINDOWS KEY = to access programme menu ☐

SHIFT + F3 = to toggle between upper and lower case ☐

ALT + UNDERLINED LETTER OF TOOL BAR = to access toolbar menu ☐

To save a document in a particular folder = Ctrl + S, then Shift + tab, arrow key to get to required destination file ☐

Changing the case of the text
CTRL + SHIFT + A = toggles selected text between upper and lower case

Or

SHIFT + F3 = toggles selected text through uppercase, lowercase and capitals

Changing line spacing
CTRL + 1 = single line spacing

CTRL + 2 = double line spacing

CTRL + 5 = one and a half line spacing