

Keyboard Shortcuts

Here are some common ones that are easy to remember

Ctrl + C	will copy text to clipboard
Ctrl + X	will cut text
Ctrl + V	will paste text from clipboard
Ctrl + Z	will UNDO
Ctrl + Y	will REDO
Ctrl + A	will select ALL the text on the page
Ctrl + B	will Bold selected text
Ctrl + U	will Underline (ditto)
Ctrl + I	will Italicize text (ditto)
Ctrl + Shift + Delete key	will Open Task Manager to enable you to close an app that has frozen
Alt + Tab	will switch between apps
Windows key + "+" key	will zoom in using the magnifier
Windows key + "-" key	will zoom out using the magnifier

Tracking Down Built-in Keyboard Shortcuts

The list of built-in Word keyboard shortcuts is extensive. To print / access these:

1. Open MSWord - At the right end of the Ribbon, click the **Help** button.
2. In the Search box, type **keyboard shortcuts**, and then click **Search**.
3. In the results list, click **Keyboard shortcuts for Microsoft Office Word**.
4. Click the **Show All** link at the beginning of the topic to display all the text, and then on the toolbar, click the **Print** button.

Joyce Morrison

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