| **Action** | **Hotkey** |
| --- | --- |
| ***Print*** the document | Ctrl+P |
| *Undo* the previous action | Ctrl+Z |
| Make text bigger | Ctrl + |
| Make text smaller | Ctrl - |
| Content specific menu | Right Click |
| Toggle between windows | Alt+Tab |
| *Turn off* computer (Task Manager) | Ctrl+Alt+Del |
|  |  |
| *Open* a document | Ctrl+O |
| Create a *new* document | Ctrl+N |
| *Save* the document | Ctrl+S |
| *Close* the document | Ctrl+W |
| *Exit* the software program | Alt+F4 |
|  |  |
| *Cut* the selected content to the Clipboard | Ctrl+X |
| *Copy* the selected content to the Clipboard | Ctrl+C |
| *Paste* the contents of the Clipboard | Ctrl+V |
| *Redo* the previous action, if possible | Ctrl+Y |
|  |  |
| *Select all* document content | Ctrl+A |
| Apply *bold* formatting to text | Ctrl+B |
| Apply *italic* formatting to text | Ctrl+I |
| Apply *underline* formatting to text | Ctrl+U |
| *Cancel* a command | Esc |
|  |  |
| Select text | Shift+Arrow keys |
| word to the left | Ctrl+Shift+Left arrow key |
| word to the right | Ctrl+Shift+Right arrow key |
| from the current position to the beginning of the current line | Shift+Home |
| from the current position to the end of the current line | Shift+End |
| from the current position to the beginning of the current paragraph | Ctrl+Shift+Up arrow key |
| from the current position to the end of the current paragraph | Ctrl+Shift+Down arrow key |