

<b>Action</b>	<b>Hotkey</b>
<i>Print</i> the document	Ctrl+P
<i>Undo</i> the previous action	Ctrl+Z
Make text bigger	Ctrl +
Make text smaller	Ctrl -
Content specific menu	Right Click
Toggle between windows	Alt+Tab
<i>Turn off</i> computer (Task Manager)	Ctrl+Alt+Del
<i>Open</i> a document	Ctrl+O
Create a <i>new</i> document	Ctrl+N
<i>Save</i> the document	Ctrl+S
<i>Close</i> the document	Ctrl+W
<i>Exit</i> the software program	Alt+F4
<i>Cut</i> the selected content to the Clipboard	Ctrl+X
<i>Copy</i> the selected content to the Clipboard	Ctrl+C
<i>Paste</i> the contents of the Clipboard	Ctrl+V
<i>Redo</i> the previous action, if possible	Ctrl+Y
<i>Select all</i> document content	Ctrl+A
Apply <i>bold</i> formatting to text	Ctrl+B
Apply <i>italic</i> formatting to text	Ctrl+I
Apply <i>underline</i> formatting to text	Ctrl+U
<i>Cancel</i> 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