Copy …… Ctrl + C Undo ….. Ctrl + Z

Paste ….. Ctrl + V Redo ….. Ctrl + Y

Cut …….. Ctrl + X

Save …… Ctrl + S Bold ………. Ctrl + B

Exit …… Alt + F4 Underline … Ctrl + U

Font size …… Ctrl + Shift + P

Font …………. Ctrl + Shift + F

Centre align ….. Ctrl + E Right align ……. Ctrl + R

Left align ……… Ctrl + L

Insert time ……. Alt + Shift + T Insert date ……. Alt + Shift + D

High contrast …. Shift + Alt + Print Screen

Start menu ……… Windows key

**Navigating around a document.**

Single character …. Arrow keys

Single word ………. Ctrl + Arrow key

Start of line ……….. Home key

End of line ………… End key

Start of document … Ctrl + Home

End of document …. Ctrl + End

To highlight sections of a document, use shift key with the above. e.g.

To highlight word … Ctrl + Shift + Arrow key