



Microsoft Windows

Keyboard Shortcuts

Do you ever get tired of using your mouse to do everything? Windows includes many keyboard shortcuts. You don't have to remove your hands from the keyboard to do certain things like Copy, Paste, and Save.

Shortcuts

Two keys are particularly important to remember when using shortcuts: the **Ctrl** key and the **Windows** key.



You must hold down the keys in combination with other keys to use the shortcuts.

Windows Logo Key

Lock



File Explorer



Ctrl Key

Copy



Paste



Cut



Save



Undo



Redo



Bold



Italic



Underline



Select All



Print



Find



Align Left

















Align Center



Align Right



Single Space  	1.5 Space  	Double Space  
New Doc  	Open Doc  	
↑ Font Size  	↓ Font Size  	

Please call the IT Department if you have any questions regarding the information presented here. The extension for the IT Help Desk is 7878.