

PC Shortcut Keys

Note: These shortcuts are for PC users. Mac users often can substitute the "Option" key for the "Control" key but should search for Mac specific shortcut keys.

Editing Text or document

Ctrl+X	Cut selected text.
Ctrl+C	Copy selected text.
Ctrl+V	Paste text at cursor.
Ctrl+Z	Undo.
Ctrl+Y	Redo.

Moving the Cursor

Home	Move cursor to beginning of current line.
End	Move cursor to end of current line.
Ctrl+Home	Move cursor to top of the text entry field.
Ctrl+End	Move cursor to bottom of the text entry field.
Page Up	Move cursor to bottom of the text entry field.
Page Down	Move cursor down a frame.
Ctrl+Left Arrow	Move cursor to beginning of previous word.
Ctrl+Backspace	Delete previous word.
Ctrl+Delete	Delete next word.
Ctrl+Up Arrow	Move cursor to beginning of paragraph.
Ctrl+Down Arrow	Move cursor to end of paragraph.

Selecting Text or moving within the body of a document

Ctrl+A	Select all text.
Shift+Left or Right Arrow	Select characters one at a time.
Shift+Up or Down Arrow	Select lines one at a time.
Shift+Ctrl+Left or Right Arrow	Select words – keep pressing the arrow keys to select additional words.
Shift+Ctrl+Up or Down Arrow	Select paragraphs.
Shift+Home	Select the text between the cursor and the beginning of the current line.
Shift+End	Select the text between the cursor and the end of the current line.
Shift+Ctrl+Home	Select the text between the cursor and the beginning of the text entry field.
Shift+Ctrl+End	Select the text between the cursor and the end of the text entry field.
Shift+Page Down	Select a frame of text below the cursor.
Shift+Page Up	Select a frame of text above the cursor.

Formatting Text

Formatting shortcuts only work if the application or website you're using supports text formatting. If you have text selected the shortcut will apply the formatting to your selected text. If you don't have text selected the shortcut will toggle the associated formatting option.

Ctrl+B	Bold.
Ctrl+I	Italic.
Ctrl+U	Underline.

Menu Functions

Ctrl+F	Opens Find dialog box
F3	Find next.
Shift+F3	Find previous.
Ctrl+O	Open.
Ctrl+S	Save.
Ctrl+N	New document.
Ctrl+P	Print.
Alt	Enter key to activate it.
Alt+F	Open File menu.
Alt+E+E	Open Edit menu.
Alt+V+V	Open View menu.

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