

SHORT CUT KEYS & THE EFFECTS

Ctrl+A	Select All.	Shift+Arrow Right	Move cursor with selection to the right.
Ctrl+J	Justify.	Ctrl+Arrow Right	Go to end of word.
Ctrl+D	Double Underline.	Ctrl+Shift+Arrow Right	Selecting to the right word by word.
Ctrl+E	Centred.	Arrow Up	Move up one line.
Ctrl+F	Find and Replace.	Shift+Arrow Up	Selecting lines in an upwards direction.
Ctrl+Shift+P	Superscript.	Arrow Down	Move cursor down one line.
Ctrl+L	Align Left.	Shift+Arrow Down	Selecting lines in a downward direction.
Ctrl+R	Align Right.	Home	Go to beginning of line.
Ctrl+Shift+B	Subscript.	Shift+Home	Go and select to the beginning of a line.
Ctrl+Y	Redo last action.	End	Go to end of line.
Ctrl+0 (zero)	use Default paragraph style.	Shift+End	Go and select to end of line.
Ctrl+1	Apply Heading 1 paragraph style.	Ctrl+Home	Go to start of document.
Ctrl+2	use Heading 2 paragraph style.	Ctrl+Shift+Home	Go and select text to start of document.
Ctrl+3	use Heading 3 paragraph style.	Ctrl+End	Go to end of document.
Ctrl+5	1.5 Line Spacing.	Ctrl+Shift+End	Go and select text to end of document.
Ctrl+ Plus Key(+)	Calculates the selected text and copies the result to the clipboard.	Ctrl+PageUp	Switch cursor between text and header.
Ctrl+Hyphen(-)	Custom hyphens; hyphenation set by you.	Ctrl+PageDown	Switch cursor between text and footer.
Ctrl+Shift+minus sign (-)	Non-breaking dash (is not used for hyphenation).	Insert	Insert mode on/off.
Ctrl+multiplication sign * <i>(only on number pad)</i>	Run macro field.	PageUp	Screen page up.
Ctrl+Space	Non-breaking spaces. Non-breaking spaces are not used for hyphenation and are not expanded if the text is justified.	Shift+PageUp	Move up screen page with selection.
Shift+Enter	Line break without paragraph change.	PageDown	Move down screen page.
Ctrl+Enter	Manual page break.	Shift+PageDown	Move down screen page with selection.
Ctrl+Shift+Enter	Column break in multi-columnar texts.	Ctrl+Del	Delete text to end of word.
Alt+Enter	Inserting a new paragraph without numbering.	Ctrl+Backspace	Delete text to beginning of word.
Alt+Enter	Inserting a new paragraph directly before or after a section or a table.	Ctrl+Shift+Del	Delete text to end of sentence.
Arrow Left	Move cursor to left.	Ctrl+Shift+Backspace	Delete text to beginning of sentence.
Shift+Arrow Left	Move cursor with selection to the left.	Ctrl+Tab	Next suggestion with Automatic Word Completion.
Ctrl+Arrow Left	Go to beginning of word.	Ctrl+Shift+Tab	Use previous suggestion with Automatic Word Completion.
Ctrl+Shift+Arrow Left	Selecting to the left word by word.	Alt+W	Spell checker dialog: Call back the original unknown word into the text box.
Arrow Right	Move cursor to right.	Ctrl+ double-click or Ctrl+Shift+F10	Dock or un-dock the Navigator, Styles and Formatting window, or other windows.

FUNCTION KEYS

SHORT CUT KEYS & THE EFFECTS

ESC	Cancels a command	Ctrl X	Cut - Removes selection and goes to clipboard
F 1	Help Menu	Ctrl Y	Redo – Re does the last command
F 2	Renames an object	Ctrl Z	Undo
F 3	Find all files	Ctrl Esc	Opens the start menu
F 4	Go to a different folder	Ctrl +=	Spell checker
F 5	Refresh the window being viewed	Ctrl	Depress same time as you make multiple selections
F 6	Moves from pane to pane when in windows	Ctrl Shift	
F 10	Activates the menu bar left and right arrows pull down menus	Ctrl F4	Closes a window in an application
F 11	Changes mode of viewing	Ctrl F5	Refreshes the page
Prt Sc or Print Screen	Captures the image on the screen	Enter	Creates New Paragraph
Tab / 2 arrows	Cursor jumps along box to box or tab mark	Shift Enter	Creates New Line Break
Alt tab	Displays another application	Shift Arrow	Arrows up down left / right creates multiple selection
Ctrl Shift Tab	Pressed all at once Moves backwards through options	Back Space	Deletes previous command moving backwards
Ctrl Tab	Moves one window to the next	Shift Insert	Pastes from the last command on clipboard
Caps Lock	When this is depressed all key strokes will appear as capitals	Home	Takes you to the beginning of the line
Shift	When pressed the same time as another key Capital appears Shift Delete bypasses the recycle bin	End	Takes you to the end of the line
Ctrl	When this is depressed at the same time as selecting with your cursor it gathers more than one selection	Num Lock	Locks you not using numbers click again to release
Ctrl A	Ctrl and A depressed together selects all		
Ctrl B	Ctrl and B depressed together adds or removes bold		
Ctrl C	Ctrl and C depressed together copies selection to the Clipboard		
Ctrl C C	Opens the clipboard		
Ctrl F	Opens find and replace		
Ctrl I	Add or remove italic		
Ctrl N	Opens new window		
Ctrl O	Open new dialog box		
Ctrl P	Print		
Ctrl S	Save		
Ctrl U	Removes or adds the underline		
Ctrl V	Paste - Pastes from the clipboard at cursor point		
Ctrl W	Close		