Windows Shortcuts

Copy **Ctrl - C** (C for Copy)	Select the item or text first Hold down the Ctrl key and press the C key *You won't see anything happen, but it's now in memory or on the clipboard.*
Paste **Ctrl – V** (V for Velcro or Voila)	Locate where you want to paste the item copied and click to make your cursor blink in that location. Press and hold down the Ctrl key and press the V key once only (don't keep holding down once will do.
Remove or cut it out So you can paste it somewhere else **Ctrl – X** (X like the shape of scissors to cut it out so you can put it elsewhere)	Highlight the item you want to remove, and then use Ctrl-X to remove it and put it into memory so you can paste it somewhere else. It will now be in memory. Use the Paste action above.
Undo the last action **Ctrl - Z** (Zap, it's back – or Zounds I goofed)	If you really didn't want to cut or delete something, you can use Ctrl-Z to undo it.
Select All **Ctrl - A** (A for All)	Click to make you cursor active on the page where you want to select ALL the text and graphics, tables, etc. Press and hold down the Ctrl key and then press the A key once. It will all become highlighted. If you want to copy it all use the Ctrl-C action above.
Hyperlin**k** **Ctrl - K**	Add a hyperlink
Shift - F3	To change a word from lower and UPPER case hold the shift key and press F3 when the word is selected.
F7	Run spell check
F12	Save As…

--- vs. Underline plus Tab	When you use --- on a new line in Word it creates a line from margin to margin (must be on a new line). When you select the underline then hit tab it will place a line to the next tab placement. You can do this inside of a paragraph.
Double click on a word	To select an entire word, double click on the word.
Triple click on a word	To select an entire paragraph, triple click in that paragraph.
Tab and Shift - Tab	To move forward the next tab press Tab. To move backward to the previous tab, hold Shift and press Tab.
Shift - Enter	Adds a line in a bulleted list, placing the curser to the same indent point as previous line.
Ctrl – Scroll Mouse	If you want to zoom in or zoom out, press Ctrl – and then scroll your mouse.
Forced Page Break Ctrl - Enter	If you want to force a page break, press Ctrl – and then the enter key.
Different Apps. Alt - Tab	If you have more than one application or window open, you can shift between them by holding down the Alt key and pressing Tab. Each time you press Tab it moves you to the next one.
Minimize All - M Reopen Shift - - M	Press and hold the key and then M (or D) to minimize all open windows to see the desktop.
Select B	When presenting from PowerPoint you can select B to black out the screen.
Select W	When presenting in PowerPoint and you had selected B to black out the screen, you can select W to return to your presentation.