

**What are short-cut keys?**

Short-cut keys are one or more keys that you press on your keyboard to complete a task. By using these keys, you can quickly accomplish tasks that you frequently perform on the computer without using your mouse.



*Note: Using keyboard short-cuts will help prevent carpal-tunnel syndrome which is caused by repetitious and excessive use of your mouse.*

Here is a list of some of the most frequently used short-cut keystrokes that can be used with Microsoft Word or any Microsoft Office Program.

<b>Short Cut Key Strokes</b>	<b>Function Performed</b>
Ctrl + A	Select All – This selects the entire document.
Ctrl + C	Copy data that is selected to move to another specified area. (Data is selected by clicking and dragging over content that you wish to copy.)
Ctrl + V	Paste data that you have copied to another specified location by clicking your mouse cursor in the desired target area.
Ctrl + X	Cut selected data to move to another specified location (data can either be moved or deleted with this action)

Ctrl + S	Save file (when saving for the first time, you will be asked for a file name and a location where you want to save the file on your computer) After you have saved it for the first time, it will overwrite the file each time you save it.
Ctrl + N	This will create a new document in the program that you currently have open on your computer.
Ctrl + O	This will open a file on your computer by opening a dialog box that will allow you to browse to the file that you wish to open.
Ctrl + W	Close the active file that you have open on your computer.
Ctrl + P	Print file. This will bring up the print dialog box which will allow you to choose your print options.
Ctrl + Z	Undo the last action (you can go back more than one action)
Ctrl + Y	Redo the last action
Ctrl + B	Make the selected letters bold
Ctrl + I	Make the selected letters italic
Ctrl + U	Underline the selected letters
Alt + I + B	Insert a page break (at the place where the mouse cursor is pointing).