



### Shortcuts for Windows/Office

Ctrl-a	Select all
Ctrl-b	<b>bold</b> on/off
Ctrl-i	<i>Italics</i> on/off
Ctrl-u	<u>Underline</u> on/off
Ctrl-c	Copy
Ctrl-f	Find text/data in file
Ctrl-n	New document
Ctrl-o	Open a document
Ctrl-p	Print
Ctrl-s	Save
F12	Save to new name
Ctrl-v	Paste
Ctrl-x	Cut
Ctrl-z	Undo
Ctrl-] or [	Grow/Shrink font size (Wd/PPT)
F1	Help
Shift-F3	Change text Title Case ALL CAPS all lower case (Word, PPT, FrontPage)
Shift-Home/End	Select text to beginning or end of line
Ctrl-Esc	Open Windows Start menu
Fkeys	F1 Help F5 GoTo F7 Spill Chick F12 Save As



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