

Shortcuts that Work in Most Programs

Alt + F	File menu options in current program
Alt + E	Edit options in current program
Ctrl + X	Cut
Shift + Del	Cut selected item
Ctrl + C	Copy
Ctrl + Ins	Copy selected item
Ctrl + V	Paste
Shift + Ins	Paste
Ctrl + Home	Goes to beginning of document
Ctrl + End	Goes to end of document
Shift + Home	Highlights from current position to beginning of line
Shift + End	Highlights from current position to end of line
Ctrl + Left arrow	Moves one word to the left at a time
Ctrl + Right arrow	Moves one word to the right at a time
Ctrl + P	Print
Ctrl + O	Open
Ctrl + F	Find
Ctrl + S	Save
Ctrl + Z	Undo
Ctrl + Y	Redo