

DOCUMENT KEYBOARD SHORTCUTS

To help you stop mousing around and become a keyboard maestro, I rounded up few document keyboard shortcuts.

WHY?

For one thing, almost any time you can use the keyboard instead of the mouse, you work faster and easier. That's because to issue a command such as "Save" using the mouse, you have to move your mouse cursor to the top of the page you are working on, clicking on the 'File Menu', scrolling down to "Save", and clicking on it. Instead of that, just hit the Control key on your keyboard, (That the one in the bottom left, often marked "Ctrl"), and hit the letter " s" at the same time.

Now you can get into the habit of saving your document frequently, almost effortlessly.

I'll indicate that by "Ctrl + s".

Want to copy something onto the clipboard? Try Ctrl + c.
Paste it somewhere else? Ctrl + v.

Here are some others: Note that some of them require you to hold down the CTRL key and the Shift Key and hit a letter key, all at the same time. It takes two hands!

Select a word	Double click on it
Select a complete paragraph	Triple click on any word in it
Change selected text to BOLD	Ctrl + b
Change selected text to <i>Italics</i>	Ctrl + I
<u>Underline</u> selected text	Ctrl + u
<u>Double Underline</u> selected text	Ctrl + Shift + d
Cut selected	Ctrl + x
Undo last action	Ctrl + z
Redo an action	Ctrl + y
Open the "Find" dialog box	Ctrl + f
Open the "Replace" dialog box	Ctrl + h

Change selected text to all CAP LETTERS	Ctrl + Shift + a or Shift + F3
Change selected text to all ^{superscript}	Ctrl + Shift + = (Equal sign)
Change selected text to all _{subscripts}	Ctrl + = (Equal sign)
Print Your Document	Ctrl + p
Select your entire document	Ctrl + a
Select a portion of your document	Click where you want to start, move the cursor where you would like to end, then Shift click.

MOVING AROUND IN YOUR DOCUMENT

Move curser to beginning of next word	Ctrl + left arrow
Move curser to beginning of previous word	Ctrl + right arrow
Move curser to beginning of next paragraph	Ctrl + down arrow
Move curser to beginning of previous paragraph	Ctrl + up arrow
Move curser to beginning of line	Home
Move curser to end of line	End
Move curser to first line of document	Ctrl + Home
Move curser to end of document	Ctrl + End

All these shortcuts work in MS Word '97-'03, and in MS Word 7 and MS Word 10. Some, but not all of them, work in Excel, Notepad, Word Pad, Word Perfect 7 and Open Office. If you use those programs you will have see for yourself which ones work.

I suggest you keep a copy of this document near your computer so you can reference it until you have it all memorized! <BG>