

Common key combinations

TO DO THIS	PRESS
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Copy formatting	CTRL+SHIFT+C
Paste formatting	CTRL+SHIFT+V
Paste special	CTRL+ALT+V
Undo	CTRL+Z
Redo	CTRL+Y
Print	CTRL+P
Find	CTRL+F
Save	CTRL+S

TO DO THIS	PRESS
Open	CTRL+O
New document	CTRL+N
Close document	CTRL+W
Exit Word	ALT+F4
Switch to other open documents	CTRL+F6

TO MOVE	PRESS
One character to the left	LEFT ARROW
One character to the right	RIGHT ARROW
One word to the left	CTRL+LEFT ARROW
One word to the right	CTRL+RIGHT ARROW
One paragraph up	CTRL+UP ARROW
One paragraph down	CTRL+DOWN ARROW
One cell to the left (in a table)	SHIFT+TAB
One cell to the right (in a table)	TAB
Up one line	UP ARROW
Down one line	DOWN ARROW
To the end of a line	END
To the beginning of a line	HOME
To the top of the window	ALT+CTRL+PAGE UP
To the end of the window	ALT+CTRL+PAGE DOWN
Up one screen (scrolling)	PAGE UP
Down one screen (scrolling)	PAGE DOWN
To the end of a document	CTRL+END
To the beginning of a document	CTRL+HOME
To a previous revision	SHIFT+F5

Michelle Poole
Virtual Hand www.virtualhand.co.uk
Tel: 07789 174792
Email: michelle@virtualhand.co.uk

Virtual Hand
A team because one is not enough!