

When using Microsoft word or similar applications.

Short cut keys (**much quicker than using a mouse**).

Hold CTRL Key down and press W = Close window.

Hold CTRL Key down and press E = Centre justify.

Hold CTRL Key down and press R = Right justify.

Hold CTRL Key down and press T = Tabs.

Hold CTRL Key down and press U = Underline.

Hold CTRL Key down and press I = Italics.

Hold CTRL Key down and press O = Open file.

Hold CTRL Key down and press P = Print.

Hold CTRL Key down and press A = Select all.

Hold CTRL Key down and press S = Save.

Hold CTRL Key down and press D = Font selection.

Hold CTRL Key down and press F = Find.

Hold CTRL Key down and press G = Find replaced go to.

Hold CTRL Key down and press H = Find and Replace.

Hold CTRL Key down and press J = Left justify.

Hold CTRL Key down and press K = Insert hyperlink.

Hold CTRL Key down and press Z = Undo last action.

Hold CTRL Key down and press X = Cut.

Hold CTRL Key down and press C = Copy.

Hold CTRL Key down and press V = Paste.

Hold CTRL Key down and press B = Bold.

Hold CTRL Key down and press N = New Document.

Hold CTRL Key down and press M = Tabs.

Hold CTRL Key down and press [= Increase font size.

Hold CTRL Key down and press] = Decrease font size.

Hold ALT Key down and press W = Window drop down box.

Hold ALT Key down and press E = Edit drop down box.

Hold ALT Key down and press T = Tools drop down box.

Hold ALT Key down and press I = Insert drop down box.

Hold ALT Key down and press O = Format drop down box.

Hold ALT Key down and press A = Table drop down box.

Hold ALT Key down and press F = File drop down box.

Hold ALT Key down and press H = Help drop down box.

Hold ALT Key down and press V = View drop down box.

Hold ALT Key down and press B = Adobe drop down box.