

Useful Windows Keyboard Shortcuts

General system and web browser shortcuts		
😊	F1	Help
	Alt + F4	Quit program
😊	Ctrl + F	Search for a word on a page
	Windows + L	Log off
	Windows	Start menu
	Ctrl + mousewheel	Reduce or increase the viewing size
Formatting your document		
😊	Ctrl + A	Select all text
😊	Ctrl + end	Go to the end of your document
😊	Ctrl + home	Go to the beginning of your document
	End	Go to the end of a line
	Home	Go to beginning of a line
	Ctrl + N	New page
Formatting your text		
😊	Ctrl + C	Copy text
😊	Ctrl + V	Paste text
	Ctrl + X	Cut text
	Ctrl + B	Make text bold
	Ctrl + I	Change to italics
	Ctrl + U	Underline text
	Shift + F3	Change between upper and lower case
	Ctrl + Z	Undo previous command
	Ctrl + Y	Redo previous command
	Tab	Indent your paragraph
	Ctrl + Q	Remove paragraph formatting if you pasted from the internet
Reviewing your document		
😊	Ctrl + S	Save your document
	F12	Save as (Specify the filename and location)
	Ctrl + P	Print your document
	F7	Check spelling and grammar
	Shift + F7	Check thesaurus for synonyms

😊 = Extra useful shortcuts

To practise these shortcuts, type **=rand()** at the top of a word document to instantly populate it with random text.