

PC KEYBOARD SHORTCUTS FOR EDITING AND WRITING IN WORD

Save	ctrl + s
Copy	ctrl + c
Paste	ctrl + v
Find – open	ctrl + f
Find and replace – open	ctrl + h
Cut	ctrl + x
Undo	ctrl + z
Repeat an action	ctrl + y
Bold (selected text)	ctrl + b
Italic (selected text)	ctrl + i
Underline (selected text)	ctrl + u
Select all text	ctrl + a
Select one word	double left click
Select one paragraph	triple left click
Toggle case (place cursor in word)	shift F3
Print	ctrl + p
Go to start of paragraph	ctrl + up arrow
Go to start of word	ctrl + left arrow
Go to end of next paragraph	ctrl + down arrow
Go to start of next word	ctrl + right arrow
Copyright symbol	ctrl + alt + c
Font attributes – open	ctrl + d
Toggle between open apps	alt + tab
Take a screenshot	Windows key + prt scr
Task manager – open	ctrl + alt + delete
Stop current task	esc
File explorer	Windows key + e