

### Keyboard Shortcuts

Taking your hands away from the keyboard to move the mouse can add time to the completion of your work. Using keyboard shortcuts saves you time and makes your workflow even smoother.

| Description   | Shortcut         |
|---|------------------|
| Bolds selected text   | <b>CTRL+B</b>    |
| Italicizes selected text  | <b>CTRL+I</b>    |
| Underlines selected text  | <b>CTRL+U</b>    |
| Copies selected text/items  | <b>CTRL+C</b>    |
| Cuts (deletes) selected text/items  | <b>CTRL+X</b>    |
| Pastes the most recent copy/cut   | <b>CTRL+V</b>    |
| Undo  | <b>CTRL+Z</b>    |
| Moves the cursor to the next table cell; adds a new row when you reach the end of the table | <b>TAB</b>       |
| Close the program   | <b>ALT+F4</b>    |
| Opens the File Menu   | <b>ALT+F</b>     |
| Opens the Help Menu   | <b>F1</b>        |
| Selects all text/items  | <b>CTRL+A</b>    |
| Moves cursor to beginning of current line   | <b>HOME</b>      |
| Moves cursor to beginning of document   | <b>CTRL+HOME</b> |
| Moves cursor to end of current line   | <b>END</b>       |
| Moves cursor to end of document   | <b>CTRL+END</b>  |