

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