# Common Keyboard Shortcuts

[CTRL] – A Select “all” on a page

[CTRL] – B Apply “**bold**” to selection

[CTRL] – C Copy the selection

[CTRL] – F Find particular text on a page

[CTRL] – I Apply *“italics”* to selection

[CTRL] – O Same as File > Open

[CTRL] – P Print

[CTRL] – R Refresh the current page

[CTRL] – S Saves the current file

[CTRL] – U Apply “underlining” to selection

[CTRL] – V Paste the contents of the clipboard (works with the “Copy” and “Cut” commands

[CTRL] – W Same as File > Close

[CTRL] – X Cut the selection

[CTRL] – Y Redo the last action

[CTRL] – Z Undo the last action

[ALT] – F4 Closes the current program

[ALT] – Tab Toggles user through all open programs, and allows user to choose one

[Home] Move to beginning of current line

[End] Move to end of current line

[CTRL] – Home Return to the “Home” position (upper left) of window

[CTRL] – End Move to the “End” position (lower right) of window

[Tab] Move forward to tab through fields

[SHIFT] – Tab Move backward when tabbing through fields