

Keyboard Shortcuts: Timesaving shortcuts for using the keyboard.

<u>Function</u>	<u>Keystroke</u>	<u>Function</u>	<u>Keystroke</u>
Copy	Ctrl+C	Paste	Ctrl+V
Cut	Ctrl+X	Print	Ctrl+P
Find	Ctrl+F	Replace	Ctrl+H
Go To	Ctrl+G	Save	Ctrl+S
Help	F1	Select All	Ctrl+A
Hyperlink	Ctrl+K	Spell Check	F7
New	Ctrl+N	Undo	Ctrl+Z
Open	Ctrl+O	Redo	Ctrl+Y