

COMMON KEYBOARD SHORTCUTS

- 1 Have you experienced hand fatigue, pain, or discomfort while using your mouse?
- 2 If your mouse suddenly disappeared, would you be unable to perform simple functions like PRINT, SAVE, or COPY?
- 3 Does having to constantly move the mouse up to the menu bar to select a command slow you down?

* If you answered **YES** to any of these questions, then Keyboard Shortcuts are for you!

What are Keyboard Shortcuts?

Keyboard shortcuts are combinations of keyboard keys that can help you perform functions useful in many computer applications. These shortcuts will allow you to perform many common functions without having to take your hands off the keyboard.

Benefits of Using Keyboard Shortcuts

Decreases hand and arm fatigue -Over time clicking, dragging, and holding the mouse can tire out the muscles and tendons in your hand and arm causing pain and discomfort. If you are a heavy mouse user, you can take some of the workload off you mousing hand by learning to use keyboard shortcuts.

Efficiency at the computer -With practice, you will find that using keyboard shortcuts saves time. For example, it takes less time to press a combination of keys on the keyboard than to drag the mouse to the menu bar, click, and drag again to select the command from the drop-down list.

Getting Started

The following tables contain 12 of the most frequently used shortcut keys for managing your files and editing, and moving around in a document.

In order for the shortcuts to work, press the first key listed, hold, and then press the second key listed.

You may want to cut the tables out and tape them next to your monitor to help you remember to use them. Additional shortcut keys can be found in the Help menu by searching under Shortcut keys in the application that you are using. Shortcut keys are also listed in all drop-down menus next to the list of commands. Like any other skill, learning to use shortcut keys takes some practice. So be sure to give yourself time to incorporate using shortcut keys into everyday use.

KEYBOARD SHORTCUTS

MANAGING A FILE

FUNCTIONS	SHORTCUT
Open file	Ctrl - O
Create a new document	Ctrl - N
Save document	Ctrl - S
Print	Ctrl - P

MOVING AROUND IN A DOCUMENT

FUNCTIONS	SHORTCUT
Going to the beginning of a sentence	Home and ←
Going to the top of a page	Page Up key
Going to the bottom of a page	Page Down key

EDITING A DOCUMENT

FUNCTIONS	SHORTCUT
Select all text in a document	Ctrl - A
Copy	Ctrl - C
Cut	Ctrl - X
Paste	Ctrl - V
Undo	Ctrl - Z

