

Title:

Taking Ctrl - 20 Keyboard Shortcuts

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569

Summary:

There may be times when it is inconvenient to use the click of your mouse for a specific command

Keywords:

keyboard shortcuts, ctrl key, function key

Article Body:

There may be times when it is simply inconvenient to use the click of your mouse for a specific

Because each program has its own unique shortcuts it would be impossible and a bit overwhelming

FUNCTION KEYS -- Hitting the F1 key in any program will bring up the Help menu for that particular

HOME/END KEYS -- You can also navigate within any document or file by the use of your arrow keys

CTRL KEY -- Now that you have found a way to navigate around your screen without using the mouse

Ctrl + C to copy file, folder or selected text

Ctrl + X will cut selected data (remove and place in memory)

Ctrl + V will paste that file, folder or text

Ctrl + U to activate the underline command (or turn it off)

Ctrl + B to activate the bold command (or turn it off)

Ctrl + I to activate the italic command (or turn it off)

Ctrl + A will select all

Ctrl + P to print document

Ctrl + S to save document

Ctrl + O to open a document

Ctrl + L left justifies selected text

Ctrl + R right justifies selected text

Ctrl + E centers selected text

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