

## PC Shortcut keys

Shortcut keys help provide an easier and usually more efficient way of navigating and using computer software programs. Below is a list of basic shortcut keys that will work with most PCs.

Shortcut Keys	Description
Alt + F	File menu options in current program.
Alt + E	Edit options in current program
F1	Universal Help in almost every Windows program.
Ctrl + A	Select all text.
Ctrl + X	<u>C</u> ut selected item.
Shift + Del	Cut selected item.
Ctrl + C	<u>C</u> opy selected item.
Ctrl + Ins	Copy selected item
Ctrl + V	<u>P</u> aste
Shift + Ins	Paste
Ctrl + P	Print the current page or document.
Home	Goes to beginning of current line.
Ctrl + Home	Goes to beginning of document.
End	Goes to end of current line.
Ctrl + End	Goes to end of document.
Shift + Home	Highlights from current position to beginning of line.
Shift + End	Highlights from current position to end of line.
Ctrl + Left arrow	Moves one word to the left at a time.
Ctrl + Right arrow	Moves one word to the right at a time.