

KEYBOARD SHORTCUTS

To save yourself some time, try using these handy keyboard shortcuts, which should work in most Windows programs. Hold down the keys at the same time to achieve the desired effect!

CTRL and O

Open a document

CTRL and S

Save a document

CTRL and P

Print a document

CTRL and X

"Cut" something you have highlighted

CTRL and C

"Copy" something you have highlighted

CTRL and V

Paste something you have cut or copied

CTRL and A

Highlights everything in a document

CTRL and Z

Undo your last action

CTRL and Y

Redo your last 'undo'

Home

Jump to the start of the line

End

Jump to the end of the line

F1

Help!

CTRL and Home

Jump to the start of the document

CTRL and End

Jump to the end of the document

F5

Reload a page (in Internet Explorer)

If your computer appears to crash, hold down **CTRL, ALT and DEL**. This will bring up a list of the programs running. If one of them is not responding, click on it and then on End Task. This will (usually) shut down the program so you can continue using the machine. If it still isn't working after about 30 seconds, hold down CTRL, ALT and DEL twice to restart the computer.