

Windows Shortcuts

These are Windows shortcuts. The Mac uses OpenApple instead of Ctrl.

Copy Ctrl – C (C for Copy)	Select the item or text first Hold down the Ctrl key and press the C key You won't see anything happen, but it's now in memory on the clipboard.
Paste Ctrl – V (V for Velcro or Voila)	Locate where you want to paste the item copied and click to make your cursor blink in that location. Press and hold down the Ctrl key and press the V key once only (don't keep holding it down once will do).
Select All Ctrl – A (A for All)	Click to make your cursor active on the page where you want to select ALL the text and graphics, tables, etc. Press and hold down the Ctrl key and then press the A key once. It will all become highlighted. If you want to copy it all use the Ctrl-C action above.
Remove or cut it out So you can paste it somewhere else Ctrl – X (X like the shape of scissors to cut it out so you can put it elsewhere)	Highlight the item you want to remove, then use Ctrl-X remove it and put it into memory so you can paste it somewhere else. It will now be in memory. Use the Paste action above.
Undo the last action Ctrl – Z (Zap, it's back – or Zounds I goofed)	If you really didn't want to cut or delete something, you can use Ctrl-Z to undo it.
Print quickly Ctrl – P	Hold down Ctrl and press P to open the Printer menu.
Hyperlink Ctrl - K	Add a hyperlink
Double-click Triple-click Select text quickly	Put your cursor over a word and double-click quickly to select the word, or use triple-click to select the entire paragraph
Click Shift-click Select lots of text on page(s)	Click your cursor where you want to start selecting text, scroll down to the end of the text you want to select, hold down shift then click.

Change Capitals Shift F-3	Select a word or section of text and hold down shift, then press F3 – keep shift down and toggle 3 times
Spell Check F-7	Open up spell check quickly
Save-As F-12	Open the SaveAs window
Windows flag – M (located to the left of the space bar usually)	Minimize all open windows, browsers, etc. (Windows flag – D does the same)
Shift-Windows flag- M	Re-open the windows you minimized above (Windows flag – D toggles them back open)
--- enter	Puts ----- across the page
= = = enter	Puts ===== across the page
CTRL – scroll wheel	Zoom in and out of the document
ALT-TAB	If you have more than one document, application or browser open, each time you hold down Alt key and press Tab it moves to the next open one.

SCREEN CAPTURE

Prt-Sc or Print Screen button on the keyboard	Captures the entire screen and all that is showing
Alt-Prt-Sc	Captures only the selected window on the screen