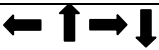


Windows Keyboard Shortcuts


Almost Universal Keystroke Shortcuts

Undo last action	Ctrl + Z (<i>works in many situations</i>)
Cancel	Esc (<i>works in many situations</i>)
Find a string of characters in the active window	Ctrl + F
New document or browser window	Ctrl + N
Save the file	Ctrl + S
Redo last action	Ctrl + Y
Cycle through all open programs	Alt + Tab

Move within a Document

Up or Down one screen at a time	Page Up, Page Down
One space or one line at a time	Arrow Keys 
Beginning of a line/ Beginning of the File	Home/ Ctrl + Home
End of the line/ End of the file	End/ Ctrl + End
Move cursor one word at a time (to the right or left)	Ctrl + Right or Left Arrow key

Manipulate Words or Blocks of Text

Cut selected text, put it in the clipboard	Ctrl - X
Copy selected text, put it in the clipboard	Ctrl - C
Paste text from the clipboard	Ctrl - V
Select text	Shift +  Shift + Page up/dn Shift + Home/End
Select a block of text (requires the mouse)	Click, followed by Shift - Click
Delete one character to the <i>left</i> or <i>right</i> of the cursor	Backspace/Delete
Select a block of text and drag it to its destination	Select and drag
Brings up menu of common choices for that object	Right - click on selected text
Select the entire word	Double - click within a word
Select the entire paragraph	Triple - click within a word
Increase or decrease font size	Ctrl -] or Ctrl-[

Manage Files

Select files out of sequence in a long list	Press Ctrl key while selecting individual files with the mouse
Select a block of files	Left-click followed by Shift key + left-click
Get a choice to copy or move a file	Right-click and drag
Copy, cut, and paste files instead of dragging	Ctrl + C, Ctrl + X, Ctrl + V