

Quick Key Guide

Ctrl + P	Print
Ctrl + S	Save
F7	Spell Check
Ctrl + Z	Undo Last Action
Ctrl + A	Select All
Ctrl + B	Bold Text
Ctrl + U	Underline Text
Ctrl + I	Italic Text
F1	Help
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + F	Find
Ctrl + N	New
Ctrl + O	Open
Ctrl + S	Save
Ctrl + Y	Redo An Action
Ctrl + X	Cut
Ctrl + Esc	Open Start Menu
F2	Rename Selected Item
Delete or Ctrl + D	Delete Selected Item and Move to Recycle Bin
Shift + Delete	Delete Selected Item Without Moving to Recycle Bin first
F3	Search for File or Folder

Quick Keys vary depending on make/model of computer and the program you are in