

## Basic PC shortcut keys

The below basic shortcut keys are a listing of shortcut keys that will work with almost all IBM compatible computers and software programs. It is highly recommended that all users keep a good reference of the below shortcut keys or try to memorize the below keys. Doing so will dramatically increase your productivity.

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 + F	Open find window for current document or window.
Ctrl + S	Save current document file.
Ctrl + X	Cut selected item.
Shift + Del	Cut selected item.
Ctrl + C	Copy selected item.
Ctrl + Ins	Copy selected item
Ctrl + V	Paste
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.
Ctrl + Enter	Start a new page in Word
Ctrl + M	New Powerpoint slide