





# Need to Know IT

## Keyboard Commands for Windows 2007®



Hold down **Ctrl** and press the indicated key to execute the following commands:

<p><b>FILE</b></p> <p>Ctrl + <b>S</b> = Save  Ctrl + <b>N</b> = New Document  Ctrl + <b>O</b> = Open Existing Document  Ctrl + <b>P</b> = Print  Ctrl + <b>W</b> = Close</p>	<p><b>EDIT</b></p> <p>Ctrl + <b>A</b> = Select All  Ctrl + <b>X</b> = Cut  Ctrl + <b>C</b> = Copy  Ctrl + <b>V</b> = Paste  Ctrl + <b>F</b> = Find  Ctrl + <b>H</b> = Find &amp; Replace  Ctrl + <b>Z</b> = Undo  Ctrl + <b>Y</b> = Redo</p>
<p><b>PARAGRAPH ALIGNMENT</b></p> <p>Ctrl + <b>L</b> = Left Aligned  Ctrl + <b>R</b> = Right Aligned  Ctrl + <b>E</b> = Centre Aligned  Ctrl + <b>J</b> = Justified</p>	<p><b>Font Styles</b> (with text selected)</p> <p>Ctrl + <b>B</b> = Bold  Ctrl + <b>I</b> = Italic  Ctrl + <b>U</b> = Underlined.</p>
<p><b>LINE SPACING</b></p> <p>Ctrl + <b>1</b> = Single Line Spacing  Ctrl + <b>2</b> = Double Line Spacing  Ctrl + <b>5</b> = 1½ Line Spacing</p>	<p><b>Page Scrolling</b></p> <p>Ctrl + <b>Home</b> = Top of Document  Ctrl + <b>End</b> = Bottom of Document  Ctrl + <b>Page Up</b> = Top of Page  Ctrl + <b>Page Down</b> = Bottom of Page</p>
<p> <b>Win (Windows) Key</b> – the same as clicking on <b>Start</b></p> <p><b>Win Key + E</b> Opens <b>Windows Explorer</b>  <b>Win Key + F</b> = <b>Find Files &amp; Folders</b>  <b>Win Key + R</b> brings up the <b>Run</b> command.  <b>Win Key + Pause/Break</b> Key takes you to <b>System Properties</b>  <b>Win Key + D</b> toggles you between the <b>Desktop</b> and wherever you happen to be.</p>	<p> <b>Right-Click Key</b>  (Same as Pressing Right Button on a Mouse)</p>

