

## List of Windows Keyboard Shortcuts

This is a list of 24 Windows Keyboard Shortcuts associated with each letter of the alphabet.

These commands are predominantly for Word Documents.

Shortcut	Function
<b>Ctrl + A</b>	Select All
<b>Ctrl + B</b>	Bold
<b>Ctrl + C</b>	Copy
<b>Ctrl + D</b>	Duplicate
<b>Ctrl + E</b>	Tab Back
<b>Ctrl + F</b>	Find
<b>Ctrl + G</b>	Go To Page
<b>Ctrl + H</b>	Replace
<b>Ctrl + I</b>	Italic
<b>Ctrl + J</b>	Justify Text
<b>Ctrl + K</b>	Insert Hyperlink
<b>Ctrl + L</b>	Left Align Text
<b>Ctrl + N</b>	Open New document
<b>Ctrl + M</b>	Tab
<b>Ctrl + O</b>	Open
<b>Ctrl + P</b>	Print
<b>Ctrl + Q</b>	Quit
<b>Ctrl + R</b>	Right Align Text
<b>Ctrl + S</b>	Save
<b>Ctrl + U</b>	Underline
<b>Ctrl + V</b>	Paste
<b>Ctrl + W</b>	Close document
<b>Ctrl + X</b>	Cut
<b>Ctrl + Z</b>	Undo

**To extend a selection...**

One character right  
One character left  
To end of a word  
To beginning of a word  
To end of a line  
To beginning of a line  
One line down  
One line up  
To the end of a paragraph  
To the beginning of a paragraph  
One screen down  
One screen up  
To the end of a window  
To the beginning of a document  
To include the entire document

**Press these keys**

SHIFT+RIGHT ARROW  
SHIFT+LEFT ARROW  
CTRL+SHIFT+RIGHT ARROW  
CTRL+SHIFT+LEFT ARROW  
SHIFT+END  
SHIFT+HOME  
SHIFT+DOWN ARROW  
SHIFT+UP ARROW  
CTRL+SHIFT+DOWN ARROW  
CTRL+SHIFT+UP ARROW  
SHIFT+PAGE DOWN  
SHIFT+PAGE UP  
ALT+CTRL+PAGE DOWN  
CTRL+SHIFT+HOME  
CTRL+A