Key Board short cuts to editing commands

Before windows icons became available as command techniques, as series of keyboard commands were used for editing etc. These have been retained and are still available. Many are quicker to use than moving the cursor to the appropriate icon and clicking with the mouse.

Most commonly used
Hold the control (ctrl) key down and press the following second keys;

P To send a **print** command to your printer.
B To make the text appear in bold type.
C To copy any text highlighted by dragging the cursor over it while holding the left key down. This action places the text on a 'clipboard' where it is held for allocation elsewhere.
V To paste the contents of the clipboard to the place where the cursor has been re-positioned, e.g.
I To produce italic text when typing, or of a section that has been highlighted.
U To produce underlined text
A combination of the last 3 commands can be used.
X similar to 'C' (copy) command, but it also deletes the selected text from the original location.
S To save a document. If the document has already been saved and is being altered or extended, it will be saved automatically under the original saved location.
This is equivalent to the menu description **Save**
If the document has not been saved before a pop up menu will ask you to select a location where you want to save the document. This is equivalent to the menu description **Save as.**
A To highlight a whole page, prior to copying or moving etc.
N Opens a new blank page in the programme you are using.

Less used commands
E Centre a line of highlighted text
R Align highlighted text to the right side
L Align highlighted text to the left
D Displays a text font change panel.
G Find and replace facility. Also moves the cursor to a selected page number.
F Find a letter or a word or phrase in a document to replace it with an alternative.
K Insert a hyperlink. A direct link to a document filed on your computer or web address. eg. electronics
Z Go back to before that last key stroke. A very useful command, especially if you lose a file, and don't know what you did to cause it to happen.

↑ The shift key. Highlight the top item in a list, move your cursor to the bottom of your selection and holding ctrl down and pressing the shift key will highlight the whole selection, ready for the next command.

The following are commands used in combination with holding down the ctrl key and the shift key.

W   A <u>separate</u> <u>underlining</u> of <u>each</u> <u>word.</u>

A   Change lower case letters from to the capitals
        CHANGE TEXT TO ALL CAPITALS

O   Search for information about a highlighted word eg. Motor car
        Note. Using this command on motor car brings up a 'bing' search about motor cars.

P   Change font. Calls up a font change menu.

S   Calls up a sentence and font style change menu

D   <u>Produces a double under line to text.</u>

F   Calls up a font changed menu.

G   Calls up a page, word, character, paragraph and lines **count** list.

K   Calls up a lower to upper case changed and reversal.
        CALLS UP A AN LOWER TO UPPER CASE CHANGED AND REVERSAL.

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