

Use these keyboard shortcuts to save time when editing a word processing document. All shortcuts should work with a PC, but may not work with an Apple. They will work with most versions of Microsoft Word, Excel, PowerPoint and other Microsoft applications, as well as with many email and web applications too.

| Function                         | Shortcut Key |
|----------------------------------|--------------|
| Indent                           | Tab          |
| to go to the beginning of a line | Home         |
| to go to the end of a line       | End          |
| to go to the top of the screen   | Page up      |
| to go to the end of the screen   | Page down    |

Beyond the above listed shortcuts, there are other keyboard shortcuts you can use which require you to press two keys simultaneously. In each case, press the Control key (Ctrl) and the other specified key in the table below to get the desired function. The Control key is usually located on the bottom left or right of most PC keyboards, though sometimes it is located in both places.

| Function                      | Shortcut Key Combination |
|-------------------------------|--------------------------|
| to go to the top of the file  | Ctrl/Home                |
| to go to the end of the file  | Ctrl/End                 |
| to open a new file            | Ctrl/O                   |
| to save a new file            | Ctrl/S                   |
| to center justify             | Ctrl/E                   |
| to right justify              | Ctrl/R                   |
| to left justify               | Ctrl/L                   |
| to undo                       | Ctrl/Z                   |
| to select the entire document | Ctrl/A                   |

*Please see reverse for more shortcut tips.*

There is yet another set of keyboard shortcuts you can use, all of which are best controlled by first highlighting the word, sentence, or section that needs to be changed and then pressing the Shortcut Key Combination from the table below.

| <b>Function</b> | <b>Shortcut Key Combination</b> |
|-----------------|---------------------------------|
| Italicize       | Ctrl/I                          |
| Bold            | Ctrl/B                          |
| Underline       | Ctrl/U                          |
| Cut             | Ctrl/X                          |
| Copy            | Ctrl/C                          |
| Paste           | Ctrl/V                          |

**If you need help, please ask a librarian. 413-263-6828, ext. 213**