**Microsoft Shortcut Keys**

Remember, you can always place your mouse over a button to reveal a description of what the button does and the shortcut key if any is available.

Shortcut keys:

* **Shift + (←↑→↓)** = Single character selection
* **Ctrl + Shift + (←↑→↓)** = Word by word selection
* **Ctrl + C** = Copy
* **Ctrl + X** = Cut
* **Ctrl + V** = Paste
* **Ctrl + Z** = Undo
* **Ctrl + Y**= Redo
* **Ctrl + S** = Save
* **Ctrl + P** = Print
* **Ctrl + B** = Bold
* **Ctrl + U** = Underline
* **Ctrl + I** = Italic
* **Ctrl +Shift + >** = Font size Up
* **Ctrl + Shift + <** = Font Size Down
* **Alt + TAB** = Cycle through open programs. Hold the Alt key while pressing TAB to move from program to program.

Most of these shortcut keys will work across all programs, like email, Word, Excel, and PowerPoint, as well other similar programs.

**Internet Shortcut Keys**

The following shortcuts keys will **only** work while you have a browser open and are online:

* **Ctrl + T** = New tab
* **Ctrl + N** = New Window
* **Ctrl + L** = Select Address Bar
	+ **Ctrl + L THEN Ctrl + C** = Copy the URL
* **Ctrl + H** = Show History
* **Ctrl + J** = Show Downloads
* **Ctrl + F** = Find
* **Ctrl + P** = Print
* **Ctrl + D** = Bookmark Page
* **Ctrl + Shift + B** = Open Bookmarks Bar
* **Ctrl + Shift + T** = Reopen the last closed Tab
* **Ctrl + Shift + Delete** = Clear Browsing Data
* **Ctrl + Shift + Q** = Quit or close window