



Keyboard Shortcuts

By Brian Kitching; [Oregon Publishing](#)

The *letters* C, V, X, F, T, N, D and the control-[Ctrl] Key are shortcut tools that you should have in your toolbox. Using these keyboard shortcuts can reduce your frustration and allow you to create the documents that you need with greater ease. You will

notice that after utilizing these shortcuts a few times you will prefer the keyboard's "one click" method over moving a mouse and clicking.



Typing / Editing Shortcuts

S/Save | C/Copy | V/Paste | X/Cut

Keyboard shortcut: **[Ctrl]+ S**

What it does: This is a quick and easy way to save your work. Save your documents regularly and you will never lose your work again!

Keyboard shortcut: **[Ctrl]+ C**

What it does: After you highlight a section of text in MS Word, a web-browser, or a marquee around an image in photoshop or MS paint; using this keyboard shortcut allows you to copy the text or image and automatically places the information on your clipboard.

Keyboard shortcut: **[Ctrl]+ V**

What it does: Using the mouse, place the cursor where you would like to paste the information that is on your clipboard. After pasting the information from the clipboard, the information is still on the clipboard until something else is copied onto it.

Keyboard shortcut: **[Ctrl]+ X**

What it does: Whatever text or image that is highlighted will be removed from the document and placed on your clipboard. Careful with this one! Be sure to paste your cut materials into a document before you start copying to the clipboard again. Once you have over written the material, it is gone.

Keyboard shortcut: **[Ctrl]+ Z**

What it does: Undo your previous command. This works multiple times in some software meaning that multiple commands will not only undo your previous commands, but it will also undo the command before that and the command before that.

Keyboard shortcut: **[Ctrl]+ Y**

What it does: Redo your previous command. This works multiple times in some software, meaning not only are your previous commands redone, but you can also replace multiple undo's using Ctrl +Z.



Navigation Shortcuts

T/Tab | N/New | F/Find | D/Desktop

Keyboard shortcut: **[Ctrl]+ T**

What it does: When you are in your web-browser, this shortcut opens a new tab.

Keyboard shortcut: **[Ctrl]+ N**

What it does: When you are in your web-browser, this shortcut opens a new window. When working in typing and editing programs this creates a new document.

Keyboard shortcut: **[Ctrl]+ F**

What it does: Using this shortcut brings up a search box that allows you to find information that is located in a web page or an open document. This works not only in editing software such as Word and Dreamweaver, but it also works in your web-browser. Let this keyboard shortcut do the work of scanning the page and find your information faster.

Keyboard shortcut: **[Window's Logo]+ D**

What it does: This keyboard shortcut is my personal favorite. Use this when you want to minimize everything on your screen so you can access your desktop. Nothing is shutdown, only minimized. This will allow you to stop going through and minimizing ten windows of open documents, web-browsers, and editing programs one by one to clear your screen.



Shortcuts Used Strictly in Text

Use these shortcuts to manipulate and transform your document. Stop grabbing the mouse and pushing it to the top of the screen or right clicking and choosing from a menu. Your fingers are already on the keys, use them!

- *Bold* : **CTRL+B** Multiple clicks will also allow you to un-bold.
- *Underline*: **CTRL+U** Multiple clicks to also allow you to remove the underline.
- *Italic*: **CTRL+I** Multiple clicks to also allow you to remove the italic.

Use the **HOME** / **END** / **Page Up** / **Page Down** keys. Use these keys to navigate through your documents quickly and efficiently.

Links Resources:

To find out more about Keyboard Shortcuts, please visit: [Windows](#) - [FireFox](#) - [MS Word](#) – [Mac OSX](#)