

Windows Shortcut Keys

Ctrl+	C	Copy		Ctrl+	D	Bring up Desktop
Ctrl+	X	Cut		Ctrl+	B	Bold
Ctrl+	V	Paste		Ctrl+	I	Italics
Ctrl+	1	Single Space		Ctrl+	U	Underline
Ctrl+	2	Double Space		Ctrl	+	Screen Zoom In
Ctrl+	L	Left Align		Ctrl	-	Screen Zoom Out
Ctrl+	R	Right Align		Ctrl	N	New document
Ctrl+	E	Center Align		Ctrl	O	Open document
Ctrl+	F	Find		Ctrl	S	Save document
Ctrl+	L	Lock Computer		Alt	Tab	Toggle programs
Ctrl+	A	Select All		Win+Shift	S	Snipping Tool
Ctrl	Backspace	Delete word at a time		Ctrl	P	Print