

## SHORT CUTS –

A computer short cut keys function quickly and make your work easy. (Practice and learn)

1. **Ctrl + A** - Selects all text.
2. **Ctrl + X** - Cuts the selected item.
3. **Ctrl + C** - Copy the selected item.
4. **Ctrl + V** - Paste the selected item.
5. **Ctrl + B** - Bold highlighted selection
6. **Ctrl + I** - Italicise highlighted selection
7. **Ctrl + U** - Underline highlighted selection
8. **Ctrl + Y** - Redo the last action performed.
9. **Ctrl + Z** - Undo last action
10. **Ctrl + S** – Save
11. **Ctrl + W** - Close document.
12. **Ctrl + End** - Move cursor to end of the document.
13. **Ctrl + Home** - Move cursor to the beginning of the document.
14. **Ctrl + R** - Align selected text or line to the right.
15. **Ctrl + E** - Align selected text or line to the center.
16. **Ctrl + L** - Align selected text or line to the left.
17. **Ctrl + J** - Justify paragraph alignment
18. **Ctrl + P** - Open the print window