

KEYBOARD SHORTCUTS

SELECT ALL

CTRL + A

USE THIS TO SELECT ALL TEXT OR EVERYTHING ON A

COPY

CTRL + C

THIS MAKES A COPY OF ANY HIGHLIGHTED TEXT.

PASTE

CTRL + V

THIS WILL PLACE ANYTHING YOU'VE COPIED WHERE YOUR CURSOR IS LOCATED.

CUT

CTRL + X

YOU CAN GET RID OF ANY THING YOU HAVE SELECTED WITH THIS SHORTCUT.

UNDO

CTRL + Z

UNDO THE LAST THING YOU'VE DONE. YOU CAN UNDO SEVERAL TIMES.

BOLD

CTRL + B

BOLD ANY SELECTED TEXT.

UNDERLINE

Ctrl + U

UNDERLINE ANY SELECTED TEXT.

ITALIC

Ctrl + I

PUTS ANY SELECTED TEXT IN ITALICS

MOVE BETWEEN PROGRAMS

Alt + Tab

USE THIS TO MOVE BETWEEN OPEN PROGRAMS.

QUICK EXIT

Alt + F4

USE THIS TO QUICKLY EXIT A PROGRAM.