Lesson 3 Useful Shortcuts

Press this	To do this
Ctrl + S	Save the current file or document (works in most programs)
Ctrl + C	Copy the selected item
Ctrl + X	Cut the selected item
Ctrl + V	Paste the selected item
Ctrl + Z	Undo an action
Ctrl + A	Select all items in a document or window
F1	Display Help for a program or Windows
Windows logo key + F1	Display Windows Help and Support
Esc	Cancel the current task
Application key	Open a menu of commands related to a selection in a program. Equivalent to right-clicking the selection.

LIVEWORKSHEETS

Using Navigation Keys

The navigation keys allow you to move the cursor, moving around in documents and webpages, and edit text. The following list are some common functions of these keys.

LIVEWORKSHEETS

Press this	To do this
Left Arrow, Right Arrow, Up Arrow, or Down Arrow	Move the cursor or selection one space or line in the direction of the arrow, or scroll a webpage in the direction of the arrow
Home	Move the cursor to the end of a line or move to the top of a webpage
End	Move the cursor to the end of a line or move to the bottom of a webpage
Ctrl + Home	Move to the top of a document
Ctrl + End	Move to the bottom of a document
Page Up	Move the cursor or page up one screen
Page Down	Move the cursor or page down one screen
Delete	Delete the character after the cursor, or the selected text; in Windows, delete the selected item and move it to the Recycle Bin
Insert	Turn Insert mode off or on. When Insert mode is on, text that you type is inserted at the cursor. When Insert mode is off, text that you type replaces existing characters.

LIVEWORKSHEETS

Questions

1. Give the explanation of the following: CTRL A, CTRL V, CTRL Z, CTRL S

2. What are the following : Insert, Home, End, and Page Up.

LIVEWORKSHEETS

LIVEWORKSHEETS