

## Editing Shortcuts – PC

Good editing skills will help cut down on typing mistakes particularly in email addresses and Internet locations – just like anything these take practice to be able use efficiently.

<b>Action</b>	<b>Key sequence</b>
<b>Moving within a document</b>	
Top of page	Ctrl-Home
Bottom of page	Ctrl-End
Move to end of line	End
Move to start of line	Home
<b>Editing on a PC (within and between most applications)</b>	
Repeat last command	Ctrl-y
Copy	Ctrl-c
Cut	Ctrl-x or Shift-Delete
Paste	Ctrl-v or Shift-Insert
Italics	Ctrl-i (toggle - press Ctrl-i again will remove italics from selection)
Bold	Ctrl-b (toggle - press Ctrl-b again will remove bold from selection)
Underline	Ctrl-u (toggle - press Ctrl-u again will remove underline from selection)
New Document	Ctrl-n
Open Document	Ctrl-o
Save	Ctrl-s
Print	Ctrl-p
Move to next field	Tab
Move previous field	Shift-Tab
Insert/Overwrite	Insert key toggle between inserting character and overwriting characters
Delete character to left of cursor	Backspace
Delete character to right of cursor	Delete
<b>Moving between windows</b>	
Minimize window (note: minimize leaves the program running just moves it out of view)	Click on _ box in upper right part of window
Resize window toggle	Click on double window icon in upper right part of window
Cycle through open windows	Alt-Tab, or use mouse and click on application window
Minimize ALL windows	"Windows key" –m or move mouse to task bar, right click and select "Minimize all Windows"
Cancel last command	Esc (good way to get out of accidental menu selection!)
Notations (e.g. <u>F</u> ile)	An underline in an application indicates a shortcut exists by pressing ALT then the key underlined (e.g. ALT-F, opens file menu)

