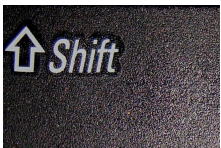


PC Keyboard Shortcuts



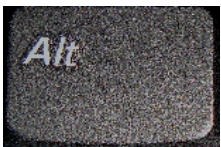
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A	Select all	T	Hanging indent
B	Bold font	U	Underline
C	Copy	V	Paste
D	Change font	W	Closes file
E	Center alignment	X	Cut
F	Find	Y	Redo
G	Go to	Z	Undo
H	Replace	1	Single space
I	Italic font	2	Double space
J	Justify	5	1.5 line space
K	Insert hyperlink	[Decrease font
L	Left alignment]	Increase font
M	Tabs 5 spaces	Esc	Windows menu
N	New document	Enter	Page break
O	Open file	Home	Top
P	Print	End	Bottom
Q	Resets tab on ruler	F2	Print preview
R	Right alignment	Shift + Arrow	Select word
S	Save	Space Bar	Select an excel column
S/	Save as		



+

Tab	Move cursor backward
Page up	Highlights cursor position to the beginning of the line
Page down	Highlights cursor position to the end of the line
F7	Thesaurus



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Esc	Cycle through open programs
Tab	Cycle through open applications
Spacebar	Control menus (min, max, close, etc.)
Hyphen	Open the windows control menu
Lt, Rt Arrow	Back/Forward on web
F4	Closes open window

Other Keys

F1	Help	Windows Key	Start Menu
F5	Find and Replace	Windows Key + D	Go to Desktop
F7	Spell/Grammar Check	Shortcut Key	Shortcut Menu

For more Microsoft shortcuts: <http://www.microsoft.com/enable/products/keyboard.aspx>

Customize your keyboard shortcuts
Tools → Customize → Keyboard

For more information go to <http://brocku.ca/hr-ehs/environment-health-safety/health-wellbeing>
or email oehs@brocku.ca