

## **Shortcut Keys for Windows** *Alphabetical list by Shortcut Key*

Alt+tab Switch from one window to another - press Alt+tab to show a list of open windows - hold Alt+press tab repeatedly to select a window, - release Alt to switch to the window you selected

Ctrl+a Selects or highlights all of the document

Ctrl+b Bold - applies bold to highlighted characters

Ctrl+c Copy - copies highlighted text to the Clipboard

Ctrl+d Font change - opens font dialog box

Ctrl+e Edit mode (Lotus Notes)

Ctrl+end Jump to end of open document

Ctrl+f Find - displays Find dialog box

Ctrl+h Replace - open Replace dialog box

Ctrl+home Jump to beginning of document

Ctrl+i Italics - applies italics to highlighted characters

Ctrl+k Clear all character styles (bold, italics, etc.)

Ctrl+l Link - displays Link properties dialog box

Ctrl+m Mail - opens Mail window

Ctrl+p Print

Ctrl+r Reload current document into Edit window

Ctrl+right or left arrow key jump one word to the right or left

Ctrl+s Save current document

Ctrl+t Apply fixed width character format to selected text

Ctrl+u Underline - applies underline to highlighted text

Ctrl+up or down arrow key jump one paragraph up or down

Ctrl+v Paste text from Clipboard at the insertion point

Ctrl+w Close current document

Ctrl+x Cut out highlighted text & place a copy on the clipboard

Ctrl+z Undo last action

Esc Close a dialog box without performing any action

Shift+arrow key Highlight text

Shift+space Non-breaking space, to insert