

CURSOR MOVEMENT			
Keystroke	Moves you...	Keystroke	Moves you...
Ctrl + → or ←	One word to the right or left	Ctrl + Home	To the beginning of the document
Ctrl + ↑ or ↓	One paragraph up	Ctrl + End	To the end of the document
Home	To the beginning of the line	Page Up	One screen (window) up
End	To the end of the line	Page Down	One screen (window) down

SELECTING TEXT			
Keystroke	Selects from the cursor to...	Keystroke	Selects from the cursor to...
Shift + → or ←	One character to the right or left	Shift + Ctrl + ↑ or ↓	One paragraph up or down
Shift + ↑ or ↓	One line up or down	Shift + Ctrl + End or Home	To the end or beginning of the document
Shift + Ctrl + → or ←	One word to the right or left	Ctrl + A	The entire file

EDITING KEYS	
Keystroke	Action
Delete	Delete text to the right of the cursor
Backspace	Delete text to the left of the cursor
Esc	Cancel current action / close a dialog box
Ctrl + Delete	Delete one word to the right
Ctrl + Backspace	Delete one word to the left
Ctrl +] or [Increase/decrease font size by 1 point

MENU COMMANDS	
Keystroke	Action
Ctrl + S	Save
Ctrl + C Ctrl + X Ctrl + V	Copy Cut Paste
Ctrl + Z Ctrl + Y	Undo Redo
Ctrl + Enter	Insert page break
Shift + Enter	Insert line break
Ctrl + F	Find