How to use common Shortcut Keys

There are many **shortcut keys** that can reduce the need to switch from the keyboard to the mouse and back, helping you to work more effectively and can reduce the risk of repetitive strain injury (RSI). This is done by holding down a modifying key, often the **CTRL key**, and then pressing another key.

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| 1. |  **CTRL** + **P** | **Print** the document currently displayed |
| 2. |  **CTRL** + **S** | While working on a document or other file in almost every program this will **save** that file.This shortcut key should be used frequently anytime you're working on anything important |
| 3. |  **CTRL** + **C** | **Copy** the highlighted text or selected itemThis places it on the **clipboard** and available to be pasted |
| 4. |  **CTRL** + **V** | **Paste** the text or item from the **clipboard** |
| 5. |  **CTRL** + **Home** | **Moves** the cursor to the **beginning** of the document |
| 6. |  **CTRL** + **End** | **Moves** the cursor to the **end** of the document |
| 7. |  **CTRL** + **←** | **Moves** the cursor a **full word** to the **left** |
| 8. |  **CTRL** + **→** | **Moves** the cursor a **full word** to the **right** |
| 9. |  **CTRL** + **Backspace Delete** | **Deletes** a **full word** to the **left** of the cursor |
| 10. |  **CTRL** + **Delete** | **Deletes** a **full word** to the **right** of the cursor |