

Basic Computer Shortcut keys

- **Alt + F**-File menu options in the current program.
- **Alt + E**-Edits options in the current program.
- **F1** Universal help (for any sort of program).
- **Ctrl + A**--Selects all text.
- **Ctrl + X**--Cuts the selected item.
- **Ctrl + Del**--Cut selected item.
- **Ctrl + C**--Copy the selected item.
- **Shift + Ins** -- Paste the selected item.
- **Home** -- Takes the user to the beginning of the current line.
- **Ctrl + Home**--Go to the beginning of the document.

- **End** -- Go to the end of the current line.
- **Ctrl + End** -- Go to the end of a document.
- **Shift + Home** -- Highlight from the current position to the beginning of the line.
- **Shift + End** -- Highlight from the current position to the end of the line.
- **Ctrl + (Left arrow)** -- Move one word to the left at a time.
- **Ctrl + (Right arrow)** -- Move one word to the right at a time.
- **Ctrl + Ins** -- Copy the selected item.
- **Ctrl + V** -- Paste the selected item.