

*Melissa's*

# 15 Most Useful Keyboard Shortcuts

## Universal Keys

*These keys work in nearly all situations:*

Ctrl + A = Select All

Ctrl + C = Copy

Ctrl + F = Find

Ctrl + O = Open

Ctrl + P = Print

Ctrl + S = Save

Ctrl + V = Paste

Ctrl + X = Cut

Ctrl + Y = Redo

Ctrl + Z = Undo



## Word Specific Keys

*These keys work specifically in Microsoft Word:*

Ctrl + B = Bold

Ctrl + I = Italicize

Ctrl + T = Create hanging indent

Ctrl + 2 = Double space