

# Try These Helpful Keyboard Shortcuts:

**F1 to Open the Help Screen**

**SHIFT + Arrow to Select Text**

**CTRL + Shift + Down Arrow selects Paragraph**

**CTRL + A to Select All**

**CTRL + C to Copy Copy**

**CTRL + X to Cut**

**CTRL + V to Paste Paste**

**CTRL + Z to Undo**

**CTRL + B to Bold Text**

**CTRL + U to Underline Text**

**CTRL + I to *make Text Italic***

**CTRL + F to Find Text**

**CTRL + S to Save Document**

**CTRL + P to Print**

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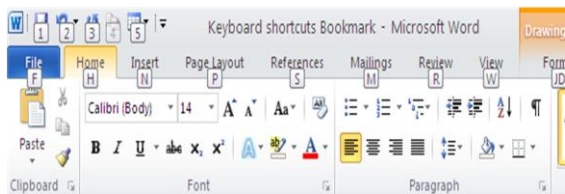
**CTRL + F to Find Text**

**CTRL + S to Save Document**

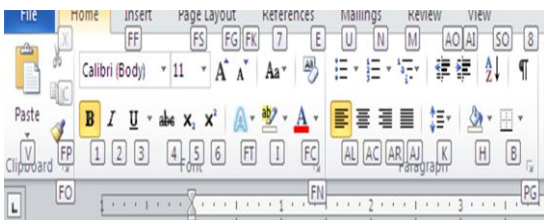
**CTRL + P to Print**

# More Helpful Keyboard Shortcuts:

Push the **ALT** button to access the Ribbon Commands, then press the letter for the corresponding ribbon (F, H, N, P, S, M, R, W, or JD)-see Screenshot that follows:

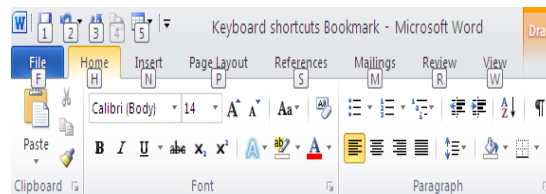


Then click on the letters for the item what you want to use (example: Font Style is FF, Font Size is FS) - See screenshot below:

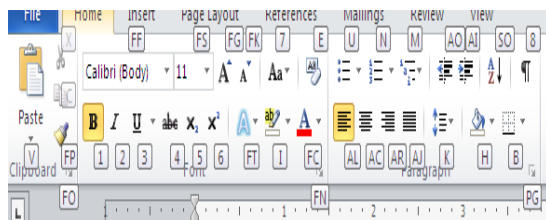


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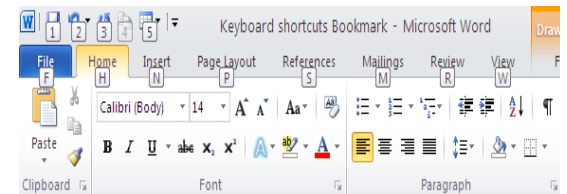


Then click on the letters for the item what you want to use (example: Font Style is FF, Font Size is FS) - See screenshot below:



# More Helpful Keyboard Shortcuts:

Push the **ALT** button to access the Ribbon Commands, then press the letter for the corresponding ribbon (F, H, N, P, S, M, R, W, or JD)-see Screenshot that follows:



Then click on the letters for the item what you want to use (example: Font Style is FF, Font Size is FS) - See screenshot below:

