

Command Name	Modifiers	Key
All Caps	Ctrl + Shift + A	A
Apply List Bullet	Ctrl + Shift + L	L
Bold	Ctrl + B	B
Center Para	Ctrl + E	E
Change Case	Shift + F3	F3
Column Break	Ctrl + Shift + Return	Return
Column Select	Ctrl + Shift + F8	F8
Copy	Ctrl + C	C
Create a shortcut	Ctrl + Shift (Press and hold while dragging file to the desktop)	
Cut	Ctrl + X	X
Delete item immediately without placing it in the Recycle Bin	Shift + Delete	
Display the shortcut menu for the selected item	Menu Key	
Double Underline	Ctrl + Shift + D	D
Font	Ctrl + D	D
Grow Font	Ctrl + Shift + . (period)	.
Grow Font One Point	Ctrl +]]
Hanging Indent	Ctrl + T	T
Highlight a block of text	Ctrl + Shift	
Hyperlink	Ctrl + K	K
Indent	Ctrl + M	M
Italic	Ctrl + I	I
Justify Paragraph	Ctrl + J	J
Left Paragraph	Ctrl + L	L
Lock networked computer	Windows Key + L	
Minimize all windows	Windows Key + M	
Open	Ctrl + O	O
Open the Start Menu	Ctrl + Esc (use the arrow keys to select an item)	
Page Break	Ctrl + Return	Return
Paste	Ctrl + V	V
Print	Ctrl + P	P
Print Preview	Ctrl + F2	F2
Quit Program	Alt + F4	
Redo	Alt + Shift + Backspace	Backspace
Rename selected item	F2	
Replace	Ctrl + H	H
Restore minimized windows	Windows Key + Shift + M	
Right Paragraph	Ctrl + R	R
Save	Ctrl + S	S
Save As	F12	F12
Search for a file or folder	F3	
Select All	Ctrl + A	A

Select text within a document	Shift with any of the arrow keys	
Show the desktop	Windows Key + D	
Shrink Font	Ctrl + Shift + , (comma)	,
Shrink Font One Point	Ctrl + [[
Shrink Selection	Shift + F8	F8
Small Caps	Ctrl + Shift + K	K
Start Windows Help	F1	
Subscript	Ctrl + =	=
Superscript	Ctrl + Shift + =	=
Switch between open items	Alt + Tab	
Switch between open programs	Alt + Tab	
Un Hang Indent	Ctrl + Shift + T	T
Un Indent	Ctrl + Shift + M	M
Underline	Ctrl + U	U
Undo	Ctrl + Z	Z
View properties for selected item	Alt + Enter	
Word Count List	Ctrl + Shift + G	G