

# QUICK KEYS

## *How to perform basic commands using key combinations*

- Quick keys are combinations of keys on the keyboard that you can use to perform basic tasks quickly on the computer. Many of the quick keys included in this handout can be used when working in word processing documents, as well as when composing e-mails or performing tasks online.
- First, locate the Control keys (Ctrl) on your keyboard (they can be found at the lower right and lower left of the keyboard. Either key will work; choose the one that you feel most comfortable using. You will use the Ctrl key to perform quick key functions.

**Ctrl + C = Copy** Will make a copy of text you select; this command works in word processing, e-mail, and online.

**Ctrl + V = Paste** Once you have copied text, you can place it by using this command. Place your cursor where you want the text pasted. This works in word processing, e-mail, and online.

**Ctrl + X = Cut** This command deletes selected text. You can also paste text you have cut. This command works in word processing, e-mail, and online.

**Ctrl + Z = Undo** Will undo the last action you performed (this command is especially handy if you have deleted something unintentionally). This command works in word processing and e-mail composition.

**Ctrl + S = Save** This command will save your document. This command works in word processing.

**Ctrl + P = Print** This command opens a print window. Works in word processing, online, and e-mail.

**Ctrl + O = Open** This command opens a new document. Works in word processing and online.

**Ctrl + N = New** This command creates a new document (in word processing) and opens a new web browser (online)

**Ctrl + F = Find** This command allows you to find specific words and phrases within a document. Works in word processing, e-mail, and online.

**Ctrl + A = Select All** This command allows you to select all text or photos within a



document or folder. Works in word processing, e-mail, and online.