

Basic (possibly most used) Keyboard Shortcuts:

F1	Universal Help in almost every Windows program.
F2	Rename a selected file
Ctrl+O	<u>O</u> pen a file in current software program
Ctrl+A	Select all text.
Ctrl+S	<u>S</u> ave current document file.
Ctrl+X	<u>X</u> ut selected item.
Ctrl+C	<u>C</u> opy selected item.
Ctrl+V	<u>P</u> aste
Ctrl+Y	Redo last action
Ctrl+Z	Undo last action
Ctrl+P	Print the current page or document.