










































Coffee Break

Question on Software or Operating system.

Windows Shortcut Keys

Before Windows and the Graphic User Interface (GUI) there was no Mouse to make selections from program icons. Early word processor and spread-sheet programs used short cut keys to access the software's functions. Many standards set in the early 1980's still apply to day, just about all programs use the [F1] key as the Help window inside that software. A combination of two or more keys makes a quick option than to moving over to the mouse and selecting the function from the *Tool Bar* or *Menu Bar*.

The list below are Shortcuts in Word many work in other programs such as Microsoft Paint, Excel, Power Point and other software other than Microsoft products.

Key Combination	Shortcut Description
 	<i>Bold marked text</i>
 	<i>Italicize marked text</i>
 	<i>Underline marked text</i>
 	<i>Justify marked text or the paragraph if nothing is marked</i>
 	<i>Left Justify marked text or the paragraph if nothing is marked</i>
 	<i>Centre marked text or the paragraph if nothing is marked</i>
 	<i>Right Justify marked text or the paragraph if nothing is marked</i>
 	<i>Cut marked text</i>
 	<i>Copy marked text</i>
 	<i>Paste marked text</i>
 	<i>Undo last change</i>
 	<i>Repeat last event</i>
 	<i>Find text, formatting, etc</i>
 	<i>Replace text, formatting, etc</i>
 	<i>Create New document</i>
 	<i>Open a document</i>
 	<i>Save the document</i>
  	<i>Print Preview the document</i>
 	<i>Print the document</i>