**Keyboard Shortcuts**

|  |  |  |
| --- | --- | --- |
| **Action** | **Keys Mac** | **Keys PC** |
| End of document |  |  |
| Beginning of document |  |  |
| Word at a time |  |  |
| Down one paragraph |  |  |
| Beginning of line |  |  |
| End of line |  |  |
| Undo |  |  |
| Redo |  |  |
| Cut |  |  |
| Copy |  |  |
| Paste |  |  |
| Save |  |  |
| Print Screen |  |  |
| Find |  |  |
| Bold |  |  |
| Italics |  |  |
| Underline |  |  |
| Double underline |  |  |
| Word underline |  |  |
| All caps |  |  |
| Small caps |  |  |
| Superscript |  |  |
| Subscript |  |  |
| Decrease font size |  |  |
| Increase font size |  |  |

|  |  |
| --- | --- |
| **Selecting text using the Mouse** |  |
| A character |  |
| A word |  |
| A sentence |  |
| A line |  |
| A paragraph |  |
| Random selections |  |