

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	