PC KEYBOARD SHORTCUTS

Alt +

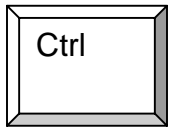|	
Esc	cycles through open programs
Tab	cycles through open applications
Spacebar	Control menu (maximize, minimize, close, etc.)
Hyphen	opens the window's control menu
F4	closes open window
Left, right arrows	Back/forward on web

Ctrl +

A	select all	T	hanging indent
B	bold font	U	underline
C	copy	V	paste
D	change font	W	closes file
E	center alignment	X	cut
F	find	Y	redo
G	go to	Z	undo
H	replace	1	single space
I	italic font	2	double space
J	justify	5	1.5 line space
K	insert hyperlink	[	decrease font
L	left alignment	]	increase font
M	tabs five spaces	Esc	Windows menu
N	new document	Enter	page break
O	open file	Space bar	select an Excel column
P	print		
Q	resets tab on ruler	Home	top
R	right alignment	End	bottom
S	save	Shift + arrow	select word
S/	save as	F2	print preview

Shift +
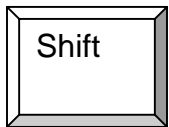
Tab	moves cursor backward
Page up	highlights cursor position to the beginning of the line
Page down	highlights cursor position to the end of the line
F7	thesaurus

Other Keys

F1	help	Windows Key	Start menu
F5	find and replace	Windows Key+D	Go to Desktop
F7	spell/grammar check	Shortcut key	Shortcut menu

More Microsoft shortcuts➔ http://www.microsoft.com/enable/products/keyboard.aspx

NOTE: Custom keyboard shortcuts can be created by going to:
Tools➔ Customize➔ Keyboard