**General Basic Keyboard Commands**

**Windows:**

Start Menu- Windows Key

Desktop View- Windows D

Switch between Open Programs- Hold Alt and push tab until you get to the program you’re looking for

Exit Program- Alt F4

Access Menu within Open Program- Alt (use arrows to navigate)

**Word:**

Beginning of Document- CTRL Home

End of Document- CTRL End

Copy- CTRL C

Cut- CTRL X

Paste- CTRL V

Select All- CTRL A

Print- CTRL P

Spellcheck- F7

New Document- CTRL N

Save- CTRL S

Save As- F12

**Internet**

Activate Address Bar- ALT D

Refresh- F5

New Tab- CTRL T

Switch between Tabs- CTRL Tab

Previous Page- ALT Left Arrow (won’t work with ZoomText on due to conflict with another command)

Next Page- ALT Right Arrow (won’t work with ZoomText on due to conflict with another command)