

## WINDOWS KEYBOARD SHORTCUTS & COMMANDS

### From Within Windows:

Switch between open programs and files	Alt + tab
Open the start Menu	Windows Key
Take Screen Shot of whole screen	Ctrl + Print Screen
Take Screen Shot of Active Window Only	Alt + Print Screen

### From Within an Application:

New Document	Ctrl + n
Open Document	Ctrl + o
Print Document	Ctrl + p
Save Document	Ctrl + s

### Operations on Selected Text:

Increase text Size	Ctrl + Shift + >
Decrease text size	Ctrl + Shift + <
Make text bold	Ctrl + b
Italicize text	Ctrl + i
Underline text	Ctrl + u

### Operations with Selected Objects:

Select All	Ctrl + a
Copy	Ctrl + c
Cut	Ctrl + x
Paste	Ctrl + v
Undo last action	Ctrl + z
Select Multiple Objects	Hold shift while clicking each object
Draw Straight Line	Hold shift while drawing line
Nudge object 1 point	Arrow key
Nudge object one pixel	Ctrl + Arrow Key