

Ergo Facts

Shortcut Keys

In order to reduce the risk factors often associated with mouse use, it is recommended to use the keyboard's shortcut keys as often as possible. Shortcut key commands vary depending on the software used.

To print a list of shortcut keys, follow the commands listed below:

For Microsoft Word© Users:

1. On the **View** menu, point to **Macro**, and then click on **View Macros**
2. In the **Macros in** box, click **Word commands**
3. In the **Macro name** box, click **List Commands**
4. Click **Run**
5. In the **List Commands** dialog box, click **Current menu** and **keyboard settings**
6. Click **OK**
7. On the **File** menu, click **Print**

Below are examples of frequently used shortcut keys:

COMMAND	TASK	DESCRIPTION
Ctrl + C	Copy	Copies the highlighted text/graphic to the clipboard
Ctrl + V	Paste	Pastes the contents of the clipboard in to the document
Ctrl + X	Cut	Cuts the highlighted text/graphic and places it in the clipboard
Ctrl + B	Bold	Applies the bold font style to the selected text
Ctrl + I	Italic	Applies the italic font style to the selected text
Ctrl + U	Underline	Applies the underline font style to the selected text
Ctrl + Z	Undo	Reverses the previous action
Ctrl+ Y	Redo	Reverses an undo action
Ctrl + A	Select All	Selects all text in a document
Ctrl + S	Save	Saves the document using the current filename
Ctrl + F	Find	Opens the search command within the document
Ctrl + P	Print	Opens the print window
Windows key + L	Lock	Locks the computer
Windows key + M	Minimize	Minimize all windows that are open