

Shortcuts that work in most programs on windows based computer

In E-mail

Ctrl+R = Reply

Ctrl+Shift+R = Reply to all

Ctrl+F = Forward

The following work after highlighting the text/image you would like to manipulate

Ctrl+C = Copy

Ctrl+X = Cut

Ctrl+I = Italics

Ctrl+B = Bold

Ctrl+U = Underline

Ctrl+P = Print

Ctrl+V = Paste

Ctrl+S = Save

Ctrl+N = New

Ctrl+T = New Tab (in Internet Explorer)

Ctrl+O = Open

Ctrl+Z = Undo

Ctrl+Y = Redo

Ctrl+A = Select All

Ctrl+F = Find