

Windows	Office (Word)	Internet Explorer
Help F1 Rename a file F2 Close - a programme ALT+F4 - a document CTRL+F4 Swap between active windows ALT+TAB Open starting menu CTRL+ESC Windows key: Minimalise all windows Win+M Undo minimalise all windows Shift+Win+M Open explorer Win+E Open search window Win+F	Select all CTRL+A copy CTRL +C cut CTRL +X paste CTRL +V undo CTRL+Z Underline CTRL + U(nderline) Italics CTRL + I(talics) Bold CTRL + B(old) Print CTRL + P(rint) Save CTRL + S(ave) New document CTRL + N(ew)	Switch between full screen and window view F11 Open new window / document CTRL+N Close window CTRL+W Search CTRL +F Go to end of current page END Go to top of current page HOME

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