

**Word Processor Shortcuts**

**Undo** = Ctrl + Z

**Redo** = Ctrl + Y

**Cut** = Ctrl + X

**Copy** = Ctrl + C

**Paste** = Ctrl + V

**Select All** = Ctrl + A

**Find** = Ctrl + F

**Save** = Ctrl + S

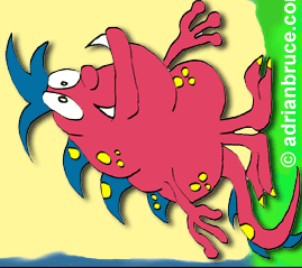
**Home** = go to start of line

**End** - go to end of line

**Go to End of a Word**  
= Ctrl + right arrow

**Go To Beginning of a Word**  
Ctrl + left arrow

**Quickly Rename Files**  
= F2 Button



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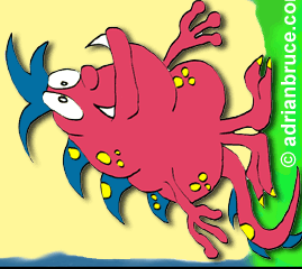
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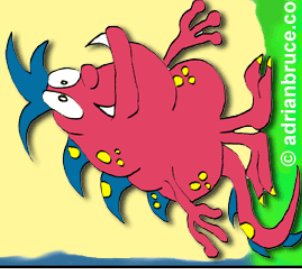
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