

# PC Computer Shortcuts

Note: These reference guides do not take the place of assignment guidelines



How to...	On PC:
Shortcut keys:	
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Select all	Ctrl + A
Save	Ctrl + S
<b>Bold</b>	Ctrl + B
Dictionary	Alt + Shift + F7
Find	Ctrl + F
<i>Italics</i>	Ctrl + I
<u>Underline</u>	Ctrl + U
Help	F1
Save As	F12
Running head	Insert→ Page Number→ Top of Page→ "Plain number 3"→Press "Tab" Twice
Hanging indent	Ctrl + T
Margins	Page Layout→ Margins→ "Normal"
Header	Insert→ Header→ "Blank (Three Columns)"→Type in the text box... ...location suited for your format and delete the other text boxes.
Footer	Insert→ Footer→ "Blank (Three Columns)"→Type in the text box... ...location suited for your format and delete the other text boxes.
Page numbers	Insert→ Page Number→ Choose the location of... ...where you want your page number to be.
Different page numbers	Double click on "page number"→ Under "Options" in the "Design" tab... ...check the box next to "Different first page."
Different header on 1st page	Insert→ Header→ "Blank"→ click "Different First Page" in "Design" tab
Footnotes	Alt + Ctrl + F
Endnotes	Alt + Ctrl + D
Spacing and basic formatting	"Ctrl + A" to select your whole document→ Right click→ "Paragraph"→... ...Make sure spacing (Before and After) is set at 0 pt.→ Check ... ...the box selecting not to add spaces between paragraphs.

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## Spacing and Basic Formatting:

