

Working With Words

Ctrl+Left Arrow	Move cursor to beginning of previous word.
Ctrl+Right Arrow	Move cursor to beginning of next word
Ctrl+Backspace	Delete previous word.
Ctrl+Delete	Delete next word.
Ctrl+Up Arrow	Move cursor to beginning of paragraph.
Ctrl+Down Arrow	Move cursor to end of paragraph.

Mac Users: Use the Option key instead of the Ctrl key.

Functions

Ctrl+F	Find. This opens the find dialog in most applications to search for text — I've even seen it work in some applications that didn't have a Find option in their menus.
F3	Find next.
Shift+F3	Find previous.
Ctrl+O	Open.
Ctrl+S	Save.
Ctrl+N	New document.
Ctrl+P	Print.
Alt	Activate application's menu bar. You can use the arrow keys to select a menu option and the Enter key to activate it.
Alt+F	Open File menu.
Alt+E	Open Edit menu.
Alt+V	Open View menu.

These function keys are common to most text-editing applications. If you use them in your web browser, you'll open your browser's associated dialogs.

Moving the Cursor

Home	Move cursor to beginning of current line.
End	Move cursor to end of current line.
Ctrl+Home	Move cursor to top of the text entry field.
Ctrl+End	Move cursor to bottom of the text entry field.
Page Up	Move cursor up a frame.
Page Down	Move cursor down a frame.

The Ctrl key can also be combined with the Home and End keys.

Editing

Ctrl+C, Ctrl+Insert	Copy selected text.
Ctrl+X, Shift+Delete	Cut selected text.
Ctrl+V, Shift+Insert	Paste text at cursor.
Ctrl+Z	Undo.
Ctrl+Y	Redo.

You can really speed up text-editing by using the Ctrl keyboard shortcuts to copy and paste text.

Formatting

Ctrl+B	Bold.
Ctrl+I	Italic.
Ctrl+U	Underline.

Formatting shortcuts only work if the application or website you're using supports text formatting. If you have text selected, the shortcut will apply the formatting to your selected text. If you don't have text selected, the shortcut will toggle the associated formatting option.

Combine with the Shift key to select text.

Shift+Left or Right Arrow Keys	Select characters one at a time.
Shift+Up or Down Arrow Keys	Select lines one at a time.
Shift+Ctrl+Left or Right Arrow Key	Select words — keep pressing the arrow keys to select additional words.
Shift+Ctrl+Up or Down Arrow Keys	Select paragraphs.
Shift+Home	Select the text between the cursor and the beginning of the current line.
Shift+End	Select the text between the cursor and the end of the current line.
Shift+Ctrl+Home	Select the text between the cursor and the beginning of the text entry field.
Shift+Ctrl+End	Select the text between the cursor and the end of the text entry field.
Shift+Page Down	Select a frame of text below the cursor.
Shift+Page Up	Select a frame of text above the cursor.
Ctrl+A	Select all text.

You can use several of these shortcuts to fine-tune your selected text. For example, you could press Shift+End to select the text to the end of the current line, and then press Shift+Down to also select the line below it.

After selecting text, you can start typing immediately to replace the text — you don't have to press Delete first.

