

Handy Commands Your Momma Never Taught You

On the World Wide Web (Internet)

- Alt + D Go to the Address Bar (even when they left it off your homepage)
(the Address Bar ends with a “Go” button)
- Ctrl + Enter Add **www.** before and **.com** after the site name you typed into your address bar
- F3 Show or hide the Search Bar (the search bar ends with a “Search” button)
(Search Engines: Google, Yahoo Search, AOL Search, MSN Search, Ask Jeeves, etc.)
- F5 Refresh the current Web page
- Ctrl + F5 Refresh current Web page regardless of time stamp
- Esc Stop downloading a Web page
- Ctrl + F Open the Find dialog box
- Ctrl + H Show or hide the History bar
- Ctrl + I Show or hide the Favorites Bar
- F11 Toggle full-screen on or off
- Ctrl + N Open a new browser window
- Alt + Home Go to the home page of the website you are currently on
- Ctrl + L Go to another Web site

In Most Windows Programs

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|-----------------------------|---|
| Save = Ctrl + S | Start a New Page = Ctrl + Enter |
| Open = Ctrl + O | Select All (select entire document) = Ctrl + A |
| Print = Ctrl + P | Delete & save to clipboard = Ctrl + X |
| Undo = Ctrl + Z | Copy selection to clipboard = Ctrl + C |
| Redo = Ctrl + Y | Paste clipboard into current location = Ctrl + V |
| Italics = Ctrl + I | Move cursor to beginning of document = Ctrl + Home |
| Bold = Ctrl + B | Move cursor to end of document = Ctrl + End |
| Underline = Ctrl + U | |