

WORDPAD GENERAL SHORTCUT KEYS

1. Ctrl+ shft+ down arrow key

Select the text starting from the curser to the of paragraph

2. shft + right arrow = select one letter

3. Shft+end key= selected to the text from curser to end of line

4. ctrl+shft+ end =select all the text inside the documents sterling from the curser.

5. CTRL+A = select all

6. clt+shft+right arrow =select one word

7. shft+downarrow key =selects one line form the curser towads bottom

8. Shft+ uparrow key =select the lines form the curser towards top .

9. ctrl +shft+down arrow key = select the text starting from the curserto the strating of the paragraph.

10. Back space key = del one lettet one the left side of curser .

11. ctrl +backspace= del one word on the left side of curser

12. Del key =del one letter on the right of the curser

13. ctrl+del= del one word on the right side of curser

14. shft+page down = select all the texts in side that page starting from the curser till the end of the page.

15. home key= move the curser in the begning of line .

16. end key= moves the curser on the end of line

17. ctrl+home = move the curser to the beigning of the documents