

# 10 Pain-free Keyboard Shortcuts



If you started on computers back when I did, you may be paying for it from the excess use of the mouse. Here are some keyboard shortcuts that hopefully ease the pain.

1. **Copy text – Ctrl+C** – Highlight the text and hit Ctrl and C.  
*Note: For simplicity, I used the + sign to mean “and.”*
2. **Paste text – Ctrl+V** – You copied the text so now you need to paste it. I’m not sure why it is a “V,” but, here’s a **bonus shortcut**. **Ctrl+P** is for **Print**.
3. **Select all text – Ctrl+A** – If you want to copy and paste all the text in your document, use this shortcut first to select all the text.
4. **Cut text – Ctrl+X** – Do you want to cut a section and move it to another place in the document? Use this shortcut, then paste it where you want it. Hate it? This shortcut also deletes it into Word purgatory.
5. **Insert page break - Ctrl+Enter** – This is quicker than going to Insert page break from the Microsoft Word ribbon or drop down menu (depending on your Word version).
6. **Capitalize all letters - Ctrl+Shift+A** – Highlight the letters you want capitalized and do the three-finger spread.
7. **Insert copyright symbol – Alt+Ctrl+C** – This is better than hunting for it in Symbols.
8. **Insert registered trademark symbol - Alt+Ctrl+R** - Now that you mastered the copyright, this is a piece of cake.
9. **Insert trademark symbol - Akt+Ctrl+T** - It’s nice to be legal.  
  
**Double bonus shortcut** – **Superscript** symbol by hitting **Ctrl and Shift and the + sign**. Hit **Ctrl+Shift Z** to **turn off superscript**.
10. **Insert date and time - Alt+Shift+D** and **Alt+Shift+T** – Rounding it out with a double keyboard shortcut. It inserts the current date and time.



**Cathy Miller,**  
**Business Writer/Consultant**

cathy@millercathy.com  
(858) 344-9959  
[www.simplystatedbusiness.com](http://www.simplystatedbusiness.com)