

# Shortcut Keys for Working with Documents

**Alt + -(hyphen)**

**Display**

**Alt + Print Screen**

**Copy t**

**Ctrl + F4**

**Close t**

**Ctrl + F6**

**Cycle t**

**Ctrl + O**

**Display**

**Ctrl + P**

**Display**

**Ctrl + S**

**Save th**

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<https://www2.owens.edu/faq/entry/287/>