



STUDENT SUCCESS  
CENTER

## BCIS Shortcut Keys

### For all Microsoft Programs

Ctrl+C Copy selected item.

Ctrl+V Paste

Ctrl+Z Undo last action

Ctrl+P Print the current page or document.

Ctrl+A Select all text.

Ctrl+S Save current document file.

### Needs to be in the equation box

\phi

\epsilon

\omega

\rho

\theta

\pi

### Excel

**\$A\$1** is an absolute reference

**A\$1**- the row adjusts when copied to other cells

**\$A1**- the column adjusts when copied to other cells

Tab- move to right of present cell

Enter- move below present cell

Equal sign (=)- needed to create a formula