

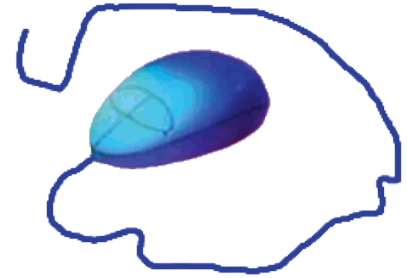
Keyboard Shortcuts

Keys to press

CTRL A
CTRL B
CTRL C
CTRL D
CTRL E
CTRL F
CTRL G
CTRL H
CTRL I
CTRL J
CTRL K
CTRL L
CTRL M
CTRL N
CTRL O
CTRL P
CTRL Q
CTRL R
CTRL S
CTRL T
CTRL U
CTRL V
CTRL W
CTRL X
CTRL Y
CTRL Z
CTRL 1
CTRL 2
CTRL 5
CTRL 0
CTRL Shift D
CTRL Shift M
CTRL Shift T
CTRL Shift W
CTRL Spacebar
CTRL Backspace
CTRL Delete
CTRL Enter
CTRL Shift Enter
CTRL Shift Spacebar
CTRL Shift Hyphen

Command

Select all
Bold text
Copy text
Activate font dialog box
Centre text
Find
Go to
Replace
Italicised text
Justify text
Insert hyperlink
Left align text
Increase indent
Open a new document
Open an existing document
Print
Remove paragraph formatting
Right align text
Save a document
Hanging indent
Underline text
Paste text
Close a document
Cut text
Repeat command
Undo last action
Single line spacing
Double line spacing
1.5 line spacing
Add/remove one line before paragraph
Double underline
Decrease indent
Decrease hanging indent
Word underline
Remove character formatting
Delete word to the left of insertion point
Delete word to the right of insertion point
Page break
Column Break
Non-breaking space
Non-breaking hyphen



Cursor Navigation Keys

Press

Left
Right
Up
Down

CTRL Left
CTRL Right
Home
End

CTRL Up
CTRL Down

Page Up
Page Down

CTRL Home
CTRL End

To Move The Cursor To

Previous character
Next character
Previous line
Next line

Previous word
Next word
Beginning of line
End of line

Previous paragraph
Next paragraph

Up one screen
Down one screen

The beginning of a document
The end of a document