

Keyboard Shortcuts

Document actions	
Open a file	CTRL+O
New file	CTRL+N
Close a file	CTRL+W
Save As	F12
Save	CTRL+S or SHIFT+F12
Print	CTRL+P
Spelling and grammar	F7
Find	CTRL+F
Select all - entire document	CTRL+A
Go to beginning of document	CTRL+Home
Go to end of document	CTRL+End
Formatting	
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Page break	CTRL+Enter
Bold	CTRL+B
Italics	CTRL+I
Underline	CTRL+U

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