

## WordPad Win-7/10 Shortcuts

Ctrl+N	Create a new document
Ctrl+O	Open an existing document
Ctrl+S	Save changes to a document
F12	Save the document as a new file
Ctrl+P	Print a document
Alt+F4	Close WordPad
Ctrl+Z	Undo a change
Ctrl+Y	Redo a change
Ctrl+A	Select the entire document
Ctrl+X	Cut a selection
Ctrl+C	Copy a selection to the Clipboard
Ctrl+V	Paste a selection from the Clipboard
Ctrl+B	Make <b>selected text bold</b>
Ctrl+I	Italicize <i>selected text</i>
Ctrl+U	Underline <u>selected text</u>
Ctrl+=	Make selected text subscript
Ctrl+Shift+=	Make selected text superscript
Ctrl+L	Align text left
Ctrl+E	Align text center
Ctrl+R	Align text right
Ctrl+J	Justify text
Ctrl+1	Set single line spacing
Ctrl+2	Set double line spacing
Ctrl+5	Set line spacing to 1.5
Ctrl+Shift+>	Increase the font size
Ctrl+Shift+<	Decrease the font size
Ctrl+Shift+A	Change characters to ALL CAPITALS
Ctrl+Shift+L	Change the bullet style
Ctrl+D	Insert a Microsoft Paint drawing
Ctrl+F	Find text in a document
F3	Find the next instance of that text
Ctrl+H	Replace text in a document
Ctrl+Left Arrow	Move the cursor one word to the left
Ctrl+Right Arrow	Move the cursor one word to the right
Ctrl+Up Arrow	Move the cursor to the line above
Ctrl+Down Arrow	Move the cursor to the line below
Ctrl+Home	Move to the beginning of the document
Ctrl+End	Move to the end of the document
Ctrl+Page Up	Move up one page
Ctrl+Page Down	Move down one page
Ctrl+Delete	Delete the next word
F10	Display keytips
Shift+F10	Show the current shortcut menu
F1	Open WordPad Help