BASIC COMPUTER KEYS

1.	CTRL+O	OPEN
2.	CTRL+S	SAVE
3.	CTRL+W	CLOSE
4.	CTRL+X	CUT
5.	CTRL+C	COPY
6.	CTRL+V	PASTE
7.	CTRL+A	SELECT ALL
8.	CTRL+B	BOLD
9.	CTRL+I	ITALIC
10.	CTRL+U	UNDERLINE
11.	CTRL+[	DECREASE FONT 1 SIZE POINT
12.	CTRL+]	INCREASE FONT 1 SIZE POINT
13.	CTRL+E	CENTER TEXT
14.	CTRL+L	LEFT ALIGN TEXT
15.	CTRL+R	RIGHT ALIGN TEXT
16	ESC	CANCEL
17.	CTRL+Z	UNDO
18	CTRL+Y	RE-DO
19.	ALT + W, Q, then tab in Zoo	ZOOM