Copy and review text formats :-	
Ctrl+Shift+* (asterisk on numeric keypad does not work)	Display nonprinting characters.
Shift+F1 (then click the text with the formatting you want to review)	Review text formatting.
Ctrl+Shift+C	Copy formats.
Ctrl+Shift+V	Paste formats.
Set Line Spacing :-	
Ctrl+1	Single-space lines.
Ctrl+2	Double-space lines.
Ctrl+5	Set 1.5-line spacing.
Ctrl+0 (zero)	Add or remove one line space preceding a paragraph.
Mail Merge and Fields :-	
Alt+Shift+K	Preview a mail merge.
Alt+Shift+N	Merge a document.
Alt+Shift+M	Print the merged document.
Alt+Shift+E	Edit a mail-merge data document.
Alt+Shift+F	Insert a merge field.