

<b>Format Characters and Paragraphs :-</b>	
<b>Ctrl+D</b>	Open the Font dialog box to change the formatting of characters.
<b>Shift+F3</b>	Change the case of letters.
<b>Ctrl+Shift+A</b>	Format all letters as capitals.
<b>Ctrl+B</b>	Apply bold formatting.
<b>Ctrl+U</b>	Apply an underline.
<b>Ctrl+Shift+W</b>	Underline words but not spaces.
<b>Ctrl+Shift+D</b>	Double-underline text.
<b>Ctrl+Shift+H</b>	Apply hidden text formatting.
<b>Ctrl+I</b>	Apply italic formatting.
<b>Ctrl+Shift+K</b>	Format letters as small capitals.
<b>Ctrl+Equal Sign</b>	Apply subscript formatting (automatic spacing).
<b>Ctrl+Shift+Plus Sign</b>	Apply superscript formatting (automatic spacing).
<b>Ctrl+Spacebar</b>	Remove manual character formatting.
<b>Ctrl+Shift+Q</b>	Change the selection to the Symbol font.
<b>Change or resize the font :-</b>	
<b>Ctrl+Shift+F</b>	Open the Font dialog box to change the font.
<b>Ctrl+Shift+&gt;</b>	Increase the font size.
<b>Ctrl+Shift+&lt;</b>	Decrease the font size.
<b>Ctrl+]</b>	Increase the font size by 1 point.
<b>Ctrl+[</b>	Decrease the font size by 1 point.