|  |  |
| --- | --- |
| Copy | Ctrl + C |
| Paste | Ctrl + V |
| Cut | Ctrl + X |
| Select all | Ctrl + A |
| Save | Ctrl + S |
| Save as | F12 |
| Replace | Ctrl + H |
| Find | Ctrl + F |
| Go to one page | Ctrl + G |
| Undo | Ctrl + Z |
| Do | Ctrl + Y |
| Repeat previous action | F4 |
| Italic | Ctrl + I |
| Bold | Ctrl + B |
| Superscript | Ctrl + Shift + = |
| Subscript | Ctrl + = |
| Capital (uppercase) | Shift + F3 |
| Small (lowercase) | Shift + F3 (twice) |
| En dash | Ctrl + - (“-” should be the one on the right hand of keyboard) |
| Em dash | Ctrl + Alt + - (“-” should be the one on the right hand of keyboard) |
| Remove link | Ctrl + Shift + F9 |
| Page break | Ctrl + Enter |
| New line | Shift + Enter |
| Go to top of document | Ctrl + Home |
| Go to bottom of document | Ctrl + End |
| Return to previous action | Shift + F5 |
| Rename | F2 |
| New document | Ctrl + N |
| New folder | Ctrl + Shift + N |
| Go back to desk | Win key + D (twice—open all windows again) |
| Switch windows | Alt + Tab (Press Alt always) |
| Add/reduce 12pt before spacing | Ctrl + 0 |
| Smallcaps | Ctrl + Shift + K (d/l should be lower case) |
| Center | Ctrl + E |
| Left | Ctrl + L |
| Right | Ctrl + R |
| Justified | Ctrl + J |
| Browse next part | Pg Dn |
| Browse previous part | Pg Up |
| Copyright © | Ctrl + Alt + C |
| Registration ® | Ctrl + Alt + R |
| Trade Mark ™ | Ctrl + Alt + T |
| Open font dialog | Ctrl + D |
| Underline | Ctrl + U |
| Font grow 1pt | Ctrl + ] |
| Font shrink 1pt | Ctrl + [ |
| Remove all border lines of table | Ctrl + Alt + U |
| Insert comment | Ctrl + Alt + M |
| Check character code | Alt + X |
| Exactly right half screen | win + → |
| Exactly left half screen | win + **←** |
| Full screen | Win + ↑ |