# Reds Windows and MS-365 shortcuts.

Enjoy :)

## First : Windows

Control + C : copies selected text or files. Also works in text editing apps like Word or any text that you can select.

Control + V : Pastes text or files previously copied. Same as copy you can do it with files or text.

Control + X : Cuts the file or selected text does the same as copy but it takes away the text or file.

Second : MS Word

Same as windows in copy, paste, cut. But there is some also in word

Control + N : Creates a new document or Excel Sheet, etc.

Control + **B : Bolds the selected Text**

Control + U : Underlines Text

Control + J : Changes the Justify ( or what ever that means)

Control + Z : Undo Mistakes or any edits

Control + Y : Re-Do or return text removed by Undo this can be anything text. Tables , etc.

Control + W : Closes the current Document

Control + Q : to Exit Word or any MS office or 365 app

And also Control + s to save and Control Shift s to “save as”

# More windows

## Win + S : opens search.

Win + I : Open settings.

Control + Shift + Esc : to open up task maneger.

That’s for now this is made in : March 28 2025.

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