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|  | **Short cut** | **Use for** |
| 1 | Ctrl + w | Close window |
| 2 | Ctrl + X | cut |
| 3 | Ctrl + C | Copy |
| 4 | Ctrl + V | Paste |
| 5 | Ctrl + N | Open new window (word) |
| 6 | Ctrl + A | **Select all content** |
| 7 | Ctrl + B | Bold |
| 8 | Ctrl + I | **Italic** |
| 9 | Ctrl + U | **Underline** |
| 10 | Ctrl + E | **Align center** |
| 11 | Ctrl + L | **Align left** |
| 12 | Ctrl + R | **Align right** |
| 13 | Ctrl + Z | **Undo** |
| 14 | Ctrl + Y | **Redo** |
| 15 | Ctrl + O | **Open a document** |
| 16 | Ctrl + W | **Close a document** |
| 17 | Ctrl + S | **Save current document** |
| 18 | Ctrl + End | **Move cursor to end of document** |
| 19 | Ctrl + Home | **Move cursor to beginning of document** |
| 20 | Ctrl + Page down | **Move cursor to top of next page** |

Homework