**Document keys:**

* Ctrl + N
* Open Document: Ctrl + O
* Save Document: Ctrl + S
* Save As: F12
* Print Document: Ctrl + P
* Close Document: Ctrl + W

**Editing Text:**

* Cut: Ctrl + X
* Copy: Ctrl + C
* Paste: Ctrl + V
* Undo: Ctrl + Z
* Redo: Ctrl + Y
* Select All: Ctrl + A
* Find: Ctrl + F
* Replace: Ctrl + H

**Formatting Text:**

* Bold: Ctrl + B
* Italic: Ctrl + I
* Underline: Ctrl + U
* Strikethrough: Ctrl + Shift + S
* Subscript: Ctrl + =
* Superscript: Ctrl + Shift + =
* Increase Font Size: Ctrl +]
* Decrease Font Size: Ctrl + [
* Clear Formatting: Ctrl + Spacebar

**Paragraph Formatting:**

* Align Left: Ctrl + L
* Align Centre: Ctrl + E
* Align Right: Ctrl + R
* Justify: Ctrl + J
* Increase Indent: Ctrl + M
* Decrease Indent: Ctrl + Shift + M
* Bulleted List: Ctrl + Shift + L
* Numbered List: Ctrl + Shift + L

**Navigation:**

* Move One Word to the Left: Ctrl + Left Arrow
* Move One Word to the Right: Ctrl + Right Arrow
* Move to the Beginning of the Line: Home
* Move to the End of the Line: End
* Move Up One Paragraph: Ctrl + Up Arrow
* Move Down One Paragraph: Ctrl + Down Arrow
* Move to the Top of the Document: Ctrl +shift+ Home
* Move to the End of the Document: Ctrl +shift + End

**Page Layout:**

* Insert Page Break: Ctrl + Enter
* Insert Column Break: Ctrl + Shift + Enter
* Insert Section Break: Ctrl + Shift + Enter

**Headers and Footers:**

* Show/Hide Header/Footer: Alt + Shift + R
* Switch Between Header/Footer: Alt + Shift + P

**Miscellaneous:**

* Insert Hyperlink: Ctrl + K
* Insert Date: Alt + Shift + D
* Insert Time: Alt + Shift + T