SHORT CUT IN MICROSOFT WORD

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| Short cut | Meaning |
| Ctrl+O | Open a document |
| Ctrl+N | Create a new document |
| Ctrl+S | Save the document |
| Ctrl+W | Close the document |
| Ctrl+X | Cute the selected the contain to the clipboard |
| Ctrl+C | Copy the selected the contain to the clipboard |
| Ctrl+V | Past the selected the contain to the clipboard |
| Ctrl+A | Select all document contain |
| Ctrl+B | Apply bold formatting to text |
| Ctrl+I | Apply italic formatting to text |
| Ctrl+U | Apply underline formatting to text |
| Ctrl+left bracket([) | Descrease the font size by 1 point |
| Ctrl+Right bracket(]) | Increase the font size by 1 point |
| Ctrl+E | Center the text |
| Ctrl+L | Align the text to the left |
| Ctrl+R | Align the text to the Right |
| Esc | Cancel a command |
| Ctrl+Z | Undo the previour action |
| Ctrl+Y | Redo the previour action, If possible |