Short cut keys

New ctrl + n

Open ctrl + o

Save ctrl + s

Print ctrl + p

Undo ctrl + z

Redo ctrl + y

Cut ctrl + x

Copy ctrl + c

Paste ctrl + v

Bold ctrl + b

Italic ctrl + i

Underline ctrl + u

Alignment

Left ctrl + l

Right ctrl + r

Justify ctrl + j

Center ctrl + e

Hyperlink ctrl + k

Indent ctrl + m

Remove indent ctrl + shift + m

Line spacing ctrl + 1

Ctrl + 5

Ctrl + 2

Spelling & grammar f7

Thesaurus shift + f7

Close alt + f4.

Help f1