

CONTROL SHORTCUT KEYS

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- 1] CTRL+A - Select All
- 2] CTRL+B - Bold
- 3] CTRL+C - Copy
- 4] CTRL+D - Duplicate
- 5] CTRL+E - Align to Centre
- 6] CTRL+F - Find the text
- 7] CTRL+G - Group & Go To
- 8] CTRL+H - Replace
- 9] CTRL+I - Italic
- 10] CTRL+J - Justify
- 11] CTRL+K - Hyperlink
- 12] CTRL+L - Align to left

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|------------|------------------------|--|
| 13] CTRL+M | - Paragraph Indent | |
| 14] CTRL+N | - Open New Page | |
| 15] CTRL+O | - Open files and URL'S | |
| 16] CTRL+P | - Print document | |
| 17] CTRL+Q | - Clear Indents | |
| 18] CTRL+R | - Align to right | |
| 19] CTRL+S | - Save | |
| 20] CTRL+T | - Hanging Indent | |
| 21] CTRL+U | - Underline | |
| 22] CTRL+V | - Paste | |
| 23] CTRL+W | - Close document | |
| 24] CTRL+X | - Cut | |
| 25] CTRL+Y | - Redo | @the-programming-girl
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| 26] CTRL+Z | - Undo | |

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Link in bio