АБС 11 22

11 22

000 11 22

11 22

TITLE LEFT  
111 12345 1111

123 123 123  
123 123  
123

321 321 321 123 123 123  
123 123  
123

312 321

321

123 123 123   
123 123   
123

111  
111  
111

Change case

SHIF + F3

Case case CASE

ИСТОЧНИК

Источник

источник

CTRL + SHIFT + N

Applies the normal style

CTRL + SHIFT + C

***Copies the formatting of select text***

F4

Repeat recent command com com com com com com com com com2 com2 com3 com 2 com2 com3 com

. . . . . . . . . . . .

farfarfarfarfarfarfarfarfarfarfar

ALT + SHIF + LEFT / RIGHT

Headings

ALT + Drug

Mouse vertical

CTRL + 0 (null)

Reability space

**Ctrl+B to make bold**

*Ctrl+I to make italic*

Ctrl+U to underline

Ctrl+L to left-justify text

Ctrl+E to centre it

Ctrl+J  to justify it

Ctrl+R to right-justify it.

Bullet list

Bull

Bull

Bull

* Fe
* Fe
* Fe

CTRL + [

CTRL + ]

Shrink \ Grow font size

Size

Size

COMment

CTRL + ALT + M

Incert comment

™

®

CTRL + ALT + C = Copyright symbol ©  
CTRL + ALT + R = Registered trademark symbol ®  
CTRL + ALT + T = Trademark symbol ™

**CTRL + BACKSPACE**

Delete left

Word word

**CTRL + DEL**

Delete right

word

CTRL + SHIFT + W 111111 222222

Underline words but not spaces

CTRL + SHIFT + F

Change the font FONT

CTRL + SHIFT + E

Track changes

DOUBLE

CTRL + T

Indent (отступ)

Indent INDENT

CTRL + M

Indent a paragraph from the left

| CTRL Shortcuts from A-Z: CTRL + A = Select text CTRL + B = **Bold** text CTRL + C = Copy text CTRL + D = Open font formatting window CTRL + E = Center text CTRL + F = Find a phrase CTRL + G = Go To a specific page or bookmark CTRL + H = Replace text with another text or replace text with different formatting CTRL + I = Italicize text CTRL + J = Justify text CTRL + K = Open **Insert Hyperlink** window CTRL + L = Left align text CTRL + M = Indent a paragraph from the left CTRL + N = Open new Word document CTRL + O = Open an existing Word document CTRL + P = Print Word document CTRL + Q = Remove paragraph formatting CTRL + R = Right align text CTRL + S = Save Word document CTRL + T = Create a hanging indent CTRL + U = Underline text CTRL + V = Paste text CTRL + W = Close Word document CTRL + X = Cut text CTRL + Y = Redo an action previously undone OR repeat an action CTRL + Z = Undo a previous action CTRL + SHIFT Shortcuts From A-Z: CTRL + SHIFT + C =Copy Formats CTRL + SHIFT + D = Double Underline text CTRL + SHIFT + E = Track changes CTRL + SHIFT + F = Change the font CTRL + SHIFT + H = Apply hidden text formatting CTRL + SHIFT + K = Format letters as small capitals CTRL + SHIFT + L = Apply the List style CTRL + SHIFT + M = Remove a paragraph indent from the left CTRL + SHIFT + N = Apply the Normal Style CTRL + SHIFT + P = Change the font size CTRL + SHIFT + Q = Change the selection to the Symbol font CTRL + SHIFT + S = Apply a style CTRL + SHIFT + T= Reduce a hanging indent CTRL + SHIFT + V =Paste Formats CTRL + SHIFT + W = Underline words but not spaces | Other CTRL Shortcuts CTRL + ] = Increase size of selected text by one point CTRL + [ = Decrease size of selected text by one point CTRL + SHIFT+ > = Increase font size CTRL + SHIFT + < = Decrease font size CTRL + 1 = Single-space lines CTRL + 2 = Double-space lines CTRL + 5 = 1.5 space lines CTRL + 0 = Add/remove one line space preceding a paragraph CTRL + Left Arrow = Move one word to the left CTRL + Right Arrow = Move one word to the right CTRL + Up Arrow = Move one paragraph up CTRL + Down Arrow =Move one paragraph down CTRL + Page Up = Go to the top of previous page CTRL + Page Down = Go to the top of next page CTRL + END = Go to the end of document CTRL + HOME = Go to the beginning of document CTRL + ENTER = Page break CTRL + DELETE = Delete one word to the right CTRL + BACKSPACE = Delete one word to the left CTRL + TAB = Insert a Tab character CTRL + ALT + C = Copyright symbol CTRL + ALT + R = Registered trademark symbol CTRL + ALT + T = Trademark symbol CTRL + ALT + M = Insert a comment CTRL + ALT + I = Switch in or out of print preview |
| --- | --- |

* **Split the window:** Alt + Ctrl + S

Split the window: Alt + Ctrl + S

* **Ctrl+Alt+O:**Outline View
* **Ctrl+Alt+N:**Draft View

F7

* **F7:** Run a spelling and grammar check GRAMAMR
* **Ctrl+Shift+W:** Apply underline formatting to words, but not the spaces between words
* **Ctrl+Shift+D:** Apply double underline formattingуаууа ауауауауауа ауауау ауауау ауауауауау вууауауау

**Ctrl+D:** Open the Font dialog box АЩТЕ *FONT*

**Shift+Enter:** Insert a line break

**Ctrl+Enter:** Insert a page break

**Ctrl+Shift+Enter:** Insert a column break

**||||||||||||||||||||||||||||||||||||||||||||||||||||||| ||||||||||||||||||||||||||||||||||||||||||||||||||||||||||**