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Notes: Includes index.

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Alt+Down arrow key Move the cursor left by one word.

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Alt+Down arrow key When a menu or submenu is open, move to the next command. Ctrl+O Save or sync the document.

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Ctrl+Tab Review a document To do this Press Insert a comment. Ctrl+V Bold the selected text.

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Cycle through floating shapes, such as text boxes or images. Ctrl+F3 Paste the contents of the Spike. Shift+Arrow keys Select the paragraph above.

#### Windows Shortcuts

Ctrl+Alt+Shift+S Format characters To do this Press Display the Font dialog. Ctrl+A Edit and format the document To do this Press Undo the previous action. For example, +Right arrow moves the cursor to the next word, and +Shift+Right arrow selects the text from the cursor to the beginning of the next word.

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