



**My e-Learning Hub**

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# **WORDPAD SHORTCUT KEYS**

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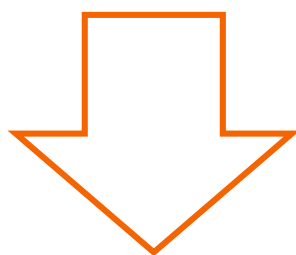
*Keyboard Shortcuts*



Keyboard shortcuts are mostly used to make your task easy and convenient. Just like the various Microsoft Window Program like Microsoft Excel, Microsoft Word, Microsoft PowerPoint, and Many more WordPad is one of those.

We can say that WordPad is an advanced version of Notepad but much simpler than the Microsoft Word.

Below are the various WordPad shortcuts keys which you must know or you must learn in order to carry out the task smoothly.





# GENERAL SHORTCUTS

Create a new document

Ctrl N

Open existing document

Ctrl O

Save changes

Ctrl S

Save document as a new file

F12

Print a document

Ctrl P

Closed WordPad

Alt F4

Undo a Changes

Ctrl Z

Redo a Changes

Ctrl Y

Select entire document

Ctrl A

Cut

Ctrl X

Copy

Ctrl C

Paste

Ctrl V



# GENERAL SHORTCUTS

Selected text bold

Ctrl B

Selected text italic

Ctrl I

Text subscript

Ctrl =

Text superscript

Ctrl Shift =

Align left

Ctrl L

Align center

Ctrl E

Align Right

Ctrl R

Set single line spacing

Ctrl 1

Set double line spacing

Ctrl 2

Set line spacing to 1.5

Ctrl 5

Increase the font size

Ctrl Shift >

Decrease the font size

Ctrl Shift <



# GENERAL SHORTCUTS

Change text case

Ctrl

Shift

A

Change the bullet style

Ctrl

Shift

L

Insert a MS Paint drawing

Ctrl

D

Find text in a document

Ctrl

F

Find the next instance

F3

Replace text in a document

Ctrl

H

Move the cursor one word to the left

Ctrl



Move the cursor one word to the right

Ctrl



Move the cursor to the line above

Ctrl



Move the cursor to the line below

Ctrl



Move to the beginning of the document

Ctrl

Home

Move to the end of document

Ctrl

End



# GENERAL SHORTCUTS

Move up one page

Ctrl

Page Up

Move down one page

Ctrl

Page Dn

Delete the next word

Ctrl

Delete

Display keytips

F10

Show the current shortcut menu

Shift

F10

Open WordPad Help

F1

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