Keyboard Shortcut Action or Displays

* Ctrl+S Save
* F12 Save As dialog box
* Ctrl+O Open area on the Backstage view
* Shift+F12 Open dialog box
* Ctrl+N New blank file
* Ctrl+P Print area on the Backstage view
* Ctrl+C Copy
* Ctrl+X Cut
* Ctrl+V Paste
* Ctrl+B Bold
* Ctrl+I Italic
* Ctrl+U Underline
* Ctrl+Z Undo
* Ctrl+Y Redo or Repeat
* Ctrl+1 Single space
* Ctrl+2 Double space
* Ctrl+L Align left
* Ctrl+E Align center
* Ctrl+R Align right
* F1 Help dialog box
* F7 Spelling pane
* Ctrl+A Select All
* Ctrl+Home Move to the beginning
* Ctrl+End Move to the end