

Keyboard Shortcuts

PRESS:	TO:
Ctrl + A	Select All
Ctrl + B	Bold
Ctrl + C	Copy
Ctrl + E	Center text
Ctrl + I	Italicize
Ctrl + N	New Document
Ctrl + O	Open
Ctrl + P	Print
Ctrl + S	Save
Ctrl + U	Underline
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Z	Undo
F1	Help
Alt + Tab	Switch between open items
Ctrl + Home	Sends insertion point to beginning of document
Ctrl + End	Sends insertion point to end of document
Home	Sends insertion point to beginning of line
End	Sends insertion point to end of line

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