

KEYBOARD SHORTCUTS

F1	Help
Ctl + A	Select all
Ctl + C	Copy
Ctl + V	Paste
Ctl + Z	Undo
Ctl + Y	restore
End	Move to end of line
Ctl + End	Move to end of document
Home	Move to beginning of line
Ctl + Home	Move to beginning of document
Ctl + B	Bold
<i>Ctl + I</i>	<i>Italic</i>
Ctl + U	<u>Underline</u>
Ctl + E	Centers text
Ctl + L	Justifies Left
Ctl + D	<i>Opens font menu</i>
Ctl + S	Save
F12	Save As
Ctl + N	New Document
Ctl + O	Opens document
Ctl + P	Print
Windows key + D	minimizes everything, shows the desktop
Escape	Closes small window
Alt + Tab	Switches between open programs
To change font size - Ctl + Shift+ < or >	
OR	Ctl + [or]
Alt + F4	Closes the program
Double click within the word - highlights the word	

Janowski

<http://teachingeverystudent.blogspot.com>
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