

## Shortcut Keys

Ctrl + S	Saves a program
Ctrl + N	Opens a new file
Ctrl + O	Opens an old file
Ctrl + W	Close a document
← →	Moves one letter to the left or right
↑ ↓	Moves up or down one line at a time
Home	Moves to the beginning of the line
End	Moves to the end of the line
Ctrl + Home	Moves top the beginning of the text
Ctrl + End	Moves to the end of the text
Ctrl + 1	Single line spacing
Ctrl + 2	Double line spacing
Ctrl + 5	One and a half line spacing
Ctrl + C	Copy work to the clipboard
Ctrl + V	Paste work from the clipboard
Ctrl + X	Cut work and place on the clipboard
Ctrl + Z	Oops - undoes last editing
Ctrl + A	Selects the whole document
Ctrl + H	Replace text
Ctrl + G	Go to a particular page
F7	Spelling
Ctrl + F2	Print Preview
F12	Save As
Ctrl + E	Centre paragraphs
Ctrl + J	Fully justify

Ctrl + L	Align left
Ctrl + ]	Increase font 1 pt
Ctrl + [	Decrease font 1 pt
Ctrl + P	Print a document
Ctrl +B	Bold on/off
Ctrl +I	Italics on/off
Ctrl + U	Underline on/off
Shift + F3	Change case
Ctrl + Alt + PgDn	Next page
Ctrl + Alt + PgUp	Previous page
Ctrl + T	Hanging indent
Ctrl + M	Indent
Ctrl + *	Shows spaces, paragraph marks on/off
Alt + F4	Exits from a window, a program etc