

ACTION

KEYBOARD SHORTCUTS

INCREASE FONT SIZE-----	CTRL+ SHIFT+ ●
DECREASE FONT SIZE-----	CTRL+ SHIFT+ ,
INCREASE FONT SIZE BY 1 POINT-----	CTRL+]]
DECREASE FONT SIZE BY 1 POINT-----	CTRL+[[
ALL CAPITALS-----	CTRL+SHIFT+A
SMALL CAPITALS-----	CTRL+SHIFT+K
BOLD-----	CTRL+B
UNDERLINE-----	CTRL+U
UNDERLINE SINGLE WORD-----	CTRL+SHIFT+W
DOUBLE UNDER LINE -----	CTRL+SHIFT+D
ITALIC-----	CTRL+I
SUBSCRIPT-----	CTRL+=
SUPER SCRIPT-----	CTRL+SHIFT+=
ALIGN LEFT-----	CTRL+L
CENTRE-----	CTRL+E
ALIGN RIGHT-----	CTRL+R
JUSTIFY-----	CTRL+J
CUT-----	CTRL+X
COPY-----	CTRL+C
paste-----	CTRL+V
OPEN-----	CTRL+O
NEW-----	CTRL+N
SAVE-----	CTRL+S
PRINT-----	CTRL+P
FIND-----	CTRL+F
REPLACE-----	CTRL+H
GO TO-----	CTRL+G
UNDO-----	CTRL+Z
REDO-----	CTRL+Y
SPELLING AND GRAMMAR-----	F 7
STARTING OF PAGE-----	CTRL+PAGEUP
ENDING OF DOCUMENT-----	CTRL+PAGE DOWN
STARTING OF LINE-----	CTRL+HOME

INDENT FROM THE LEFT-----	CTRL+M
REMOVE INDENT FROM THE LEFT-----	CTRL+SHIFT+M
CREATE or INCREASE A HANGING INDENT-----	CTRL+T
REDUCE Or REMOVE A HANGING INDENT-----	CTRL+SHIFT+T
REMOVE PARAGRAPH FORMATTING-----	CTRL+Q
TO GIVE LINE SPACE 1.5-----	CTRL+ NUM 5
ONE WORD TO THE RIGHT-----	CTRL+RIGHT ARROW
ONE WORD TO THE LEFT-----	CTRL+LEFT ARROW
TO BEGINNING OF THE CURRENT PARAGRAPH-----	CTRL+UP ARROW
TO THE BEGINNING OF THE NEXT PARAGRAPH-----	CTRL+DOWN ARROW
TO THE END OF THE LINE-----	END
TO THE END OF THE DOCUMENT-----	CTRL+END
TO THE START OF THE CURRENT LINE-----	HOME
TO THE START OF THE DOCUMENT-----	CTRL+HOME
UP ONE SCREEN OF TEXT-----	PAGE UP
DOWN ONE SCREEN OF TEXT-----	PAGE DOWN
TO THE FIRST CHARACTER ON THE CURRENT SCREEN-----	CTRL+PAGE UP
TO THE LAST CHARACTER ON THE CURRENT SCREEN-----	CTRL+PAGE DOWN
DOUBLE CLIKC TO SELECT A WORD	
TRIPLE CLICK TO SELECT A PARAGRAPH	
TO SELECT A SENTENCE-----	CTRL+CLICK
TO SELECT A ALL DOCUMENT-----	CTRL+A