|  |  |  |  |
| --- | --- | --- | --- |
| Ctrl + A | Select All | Ctrl + U | Under Line |
| Ctrl + B | Bold | Ctrl + V | Paste |
| Ctrl + C | Copy | Ctrl + W | Close File |
| Ctrl + D | Duplicate | Ctrl + X | Cut |
| Ctrl + E | Center Text Align | Ctrl + Y | Redo |
| Ctrl + F | Find | Ctrl + Z | Undo |
| Ctrl + G | Go to | Ctrl + C + C | Clipboard |
| Ctrl + H | Replace | Ctrl + Shift + C | Format Copy |
| Ctrl + I | Italic | Alt + F4 | Exit |
| Ctrl + J | Justify Text | Ctrl + Shift + Arrow | Selection of Text |
| Ctrl + K | Hyperlink | Ctrl + Shift + 8 | Hidden Character |
| Ctrl + L | Left Text Align | Ctrl + Shift + P | Font Size |
| Ctrl +M | Move Text align | Ctrl + Shift + F | Font Style |
| Ctrl + N | New File | Ctrl + Shift + S | Style |
| Ctrl + O | Open File | Ctrl + l | Increase one point |
| Ctrl + P | Print | Ctrl + l + | Decrease one Point |
| Ctrl + Q | Quick Clear | Ctrl + Shift + > | Increase |
| Ctrl + R | Right Text Align | Ctrl + Shift + < | Decrease |
| Ctrl + S | Save Text | Ctrl + F2 | Print Preview |
| Ctrl + T | Transform Text | Ctrl + 1 | Single Line spacing |

Microsoft Office - Short Keys

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