Name\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_

Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Keyboard Shortcuts

General

[](http://3.bp.blogspot.com/-M6uPV__i9ps/Tfq9vRkSIZI/AAAAAAAAAno/hiz4BC08wCI/s1600/Computer.jpg)

Ctrl + O Open a document

Ctrl + W Close a document

Ctrl + S Save a document

Ctrl + P Print a document

Ctrl + W Close a document

Ctrl + Z Undo

Ctrl + Y Redo or Repeat

Navigation

Ctrl + Home Go to beginning of the document

Ctrl + End Go to the end of the document ☺ Ms. Schender

Ctrl + F Find & Replace

Formatting

Ctrl + B Bold

Ctrl + I Italics

Ctrl + U Underline

Ctrl + C Center Text

Ctrl + Shift + > Text Big

Ctrl + Shift + < Text Small

Ctrl + R Align text to right side of page

Ctrl + L Align text to left side of page

Editing

Ctrl + A Select All

Ctrl + X Cut

Ctrl + C Copy

Ctrl + V Paste

Ctrl + G Go to

F7 Spell Check