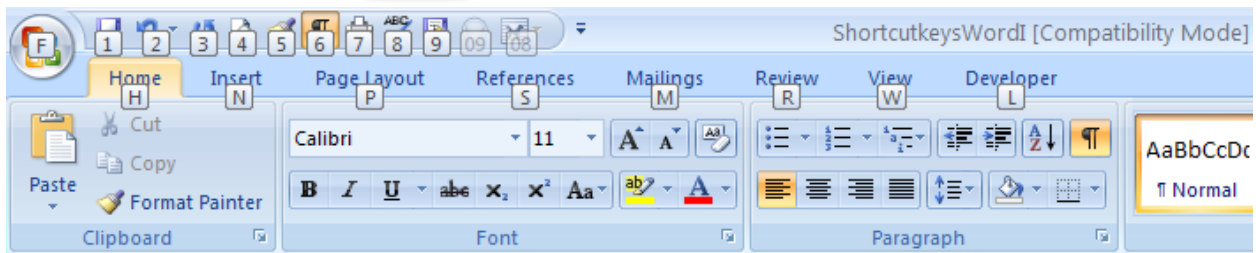


## Highlight the text/area first, then ...

 +	A	Select all	R	Right align text
	B	<b>Bold text</b>	S	Save
	C	Copy		
			U	<u>Underline text</u>
	E	Center align text	V	Paste
	F	Find		
			X	Cut
	I	<i>Italicize text</i>	Y	Redo last action
	J	Justify text	Z	Undo last action
	K	Insert a hyperlink	=	Subscript formatting
	L	Left align text	BACKSPACE	Delete word to the cursor's left
	M	Indent the paragraph	END	Move to the end
	O	Open	Home	Move to the beginning
	P	Print menu/window		
		1	Single-space lines	
		2	Double-space lines	
[	Decrease the font size ↓	5	Set 1.5-line spacing	
]	Increase the font size ↑	0	Add or remove one line Space preceding a paragraph	
 +		<b>Changes the text case</b> Abcdefghij ABCDEFGHIJ abcdefghijklmnop		
	F3			Thesaurus



Tap the ALT key and view the commands ie: F H N P S M R W L 1 2 3 4 5 6

## Highlight the text/area first, then ...

+	Shift + C	Copy <b>formatting</b> from text		
	Shift + V	Apply copied <b>formatting</b> to text	<b>CTRL+</b> 	<b>CTRL + Enter</b> Insert a Page Break
		<b>CTRL + Space Bar</b> Remove paragraph or character formatting		
	Enter	Insert a Line Break		

Highlight the text before, then

Mouse shortcuts	Description
<b>Click, hold, and drag</b>	Selects text from where you click and hold to the point you drag and let go.
<b>Double-click</b>	If double-click a word, selects the complete word.
<b>Double-click</b>	Double-clicking on the left, center, or right of a blank line will make the alignment of the text left, center, or right aligned.
<b>Double-click</b>	Double-clicking anywhere after text on a line will set a <u>tab stop</u> .
<b>Triple-click</b>	Selects the line or paragraph of the text the mouse triple-clicked.
<b>Ctrl + Mouse wheel</b>	Zooms in and out of document.

To view what's on the clipboard

