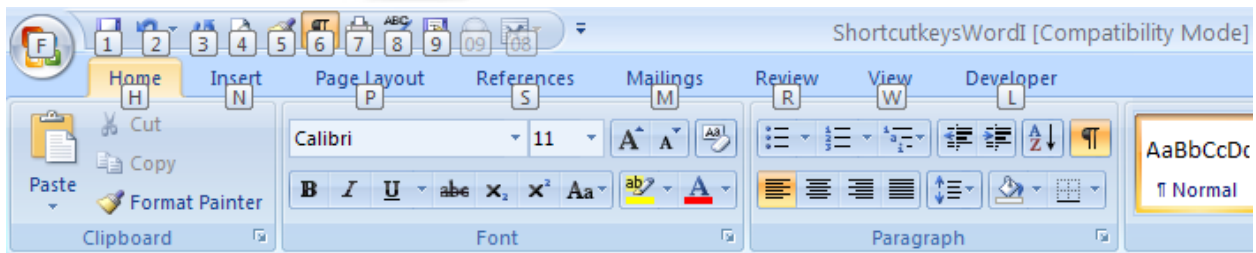


Highlight the text/area first, then ...

 +	A	Select all	R	Right align text
	B	Bold text	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	
 F3	Changes the text case		 F7	Thesaurus
	Abcdefghij ABCDEFGHIJ abcdefghij			



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 formatting from text		
	Shift + V	Apply copied formatting to text	CTRL+ 	CTRL + Enter Insert a Page Break
		CTRL + Space Bar Remove paragraph or character formatting		
	Enter	Insert a Line Break		

Highlight the text before, then

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

To view what's on the clipboard

