

Useful Key Commands

Document Control

CTRL+S	Save Document
CTRL+SHIFT+S	Save as New Document
CTRL+O	Open
CTRL+P	Print
CTRL+N	Open New Blank Document

Formatting Text

CTRL+B	Bold
CTRL+I	Italics
CTRL+U	Underline
CTRL+E	Align text center
CTRL+L or CTRL+R	Align text left or right

Useful Key Commands

Editing Shortcuts

CTRL+A	Select all
CTRL+X	Cut selected text and save to clipboard
CTRL+C	Copy selected text and save to clipboard
CTRL+V	Paste selected cut or copied text
CTRL+Z	Undo last action
CTRL+Y	Redo last action
CTRL+F	Find characters or words in open document

Search and Replace

CTRL+H	Auto-search for specific words and replace them automatically
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