

<i>Shortcut Key</i>	<i>Used for</i>
Control Key + A	For selecting contents of a page
Control Key + B	For highlighting the selection to Bold
Control Key + C	For copying the selected text
Control Key + D	For opening the Font preferences window
Control Key + E	For alignment of the selected text to center of the screen
Control Key + F	For opening the Find box
Control Key + I	For highlighting the selection to Italic
Control Key + J	For alignment of the selected text to Justify the screen
Control Key + K	For inserting a link
Control Key + L	For alignment of the selected text to Left of the screen
Control Key + M	For indenting a paragraph
Control Key + P	To open the Print menu
Control Key + R	For alignment of the selected text to Right of the screen
Control Key + S	To save the open document
Control Key + U	To underline the selected text
Control Key + V	To paste the copied text
Control Key + X	To cut the selected text
Control Key + Y	To redo the last action performed in a document.
Control Key + Z	To undo the last action
Control Key + Home	To move the cursor to beginning of the document

Control Key + Spacebar	To reset the selected text to default font
Control Key + Alt + 1	To change the selected text to Heading 1
Control Key + Alt + 2	To change the selected text to Heading 2
Control Key + Delete	For deleting a word to the right of the cursor
Control Key + Backspace	For deleting a word to the left of the cursor
Control Key + End	To move the cursor to the end of the document
Shift + F3	To Change the text in Microsoft Word from uppercase to lowercase or a capital letter at the beginning of every word.
Shift + F7	To Run a Thesaurus check of the selected word in a document
Shift + F12	To save the open document
Shift + Insert	To Paste a selected text in a document
Shift + Alt + D	To Insert the current date in a document
Shift + Alt + T	To Insert the current time in a document