

Command	Keystroke
Bold	Ctrl-B
Close	Ctrl-F4
Copy	Ctrl-C
Cut	Ctrl-X
Exit application	Alt-F4
Font	Ctrl-D
Font grow/shrink 1 pt.	Ctrl-] or [
Help	F1
Help—What's This?	Shift-F1
Hyperlink	Ctrl-K
Italics	Ctrl-I
Justify—Center	Ctrl-E
Justify—Full	Ctrl-J
Justify—Left	Ctrl-L
Justify—Right	Ctrl-R
Line-spacing 1	Ctrl-1
Line-spacing 1.5	Ctrl-5
Line-spacing 2	Ctrl-2
List Bullet	Ctrl-Shift-L
New document	Ctrl-N
Open a document	Ctrl-O
Paste	Ctrl-V
Print	Ctrl-P
Print Preview	Ctrl-Alt-I
Repeat/Redo	Ctrl-Y
Underline	Ctrl-U
Underline—double	Ctrl-Shift-D
Save	Ctrl-S
Select All	Ctrl-A
Spelling and Grammar check	F7
Table—to column bottom	Alt-PgDn
Table—to column top	Alt-PgUp
Table—to row beginning	Alt-Home
Table—to row end	Alt-End
Undo	Ctrl-Z