

Keyboard Shortcuts

Highlight the text and then...

Ctrl + C to copy it

Ctrl + V to paste it

Ctrl + U to underline it

Ctrl + I to italicize it

Ctrl + B to bold it

Ctrl + E to center text on a line

Ctrl + L to align text to the left side of the page

Ctrl + R to align text to the right side of the page

Ctrl + X to delete the highlighted text

Ctrl + Y to repeat the last thing you did

Ctrl + Z to undo the last thing you did

Ctrl + shift + < to make the text smaller

Ctrl + shift + > to make the text bigger

Ctrl + end to go to the end of the document

Ctrl + home to go to the beginning of the document

Ctrl + → to move word-by-word to the right

Ctrl + ← to move word-by-word to the left

Ctrl + +++ to make the screen bigger

Ctrl + - - - to make the screen smaller

Ctrl + 0 to return the screen to its original size

Ctrl + F to find text on a page (type the text in the pop-up box)

Ctrl + A to select all text in a document

Ctrl + S to save the document

Ctrl + P to print the document

Ctrl + N to make a new document