

A TO Z BASIC SHORTCUT KEYS

- Ctrl + A = Select All
- Ctrl + B = Bold
- Ctrl + C = Copy
- Ctrl + D = Font
- Ctrl + E = Center
- Ctrl + F = Find
- Ctrl + G = Go to
- Ctrl + H = Replace
- Ctrl + I = Italic
- Ctrl + J = Justify
- Ctrl + K = Hyperlink
- Ctrl + L = Left Alignment
- Ctrl + M = Increase Indent
- Ctrl + N = New
- Ctrl + O = open
- Ctrl + P = Print
- Ctrl + Q = Reset Indent
- Ctrl + R = Right Alignment
- Ctrl + S = Save
- Ctrl + T = Hanging Indent
- Ctrl + U = underline
- Ctrl + V = Paste
- Ctrl + W = close
- Ctrl + X = Cut
- Ctrl + Y = Redo
- Ctrl + Z = Undo