KEYBOARD SHORTCUTS

Selecting and Moving Text
- Shift + Arrow Keys = select individual characters
- Ctrl + A = select all
- Ctrl + X = cut
- Ctrl + C = copy
- Ctrl + V = paste

Text Alignment
- Ctrl + L = left
- Ctrl + R = right
- Ctrl + E = center
- Ctrl + J = justify
- Ctrl + M = indent
- Ctrl + T = hanging indent

Font/Paragraph Style
- Ctrl + I = italics
- Ctrl + B = bold
- Ctrl + U = underline
- Ctrl + 1 = single space
- Ctrl + 2 = double space
- Ctrl + Shift + A = lowercase to caps

Navigating
- Ctrl + F = find
- Ctrl + H = find and replace
- Ctrl + Home = beginning of doc
- Ctrl + End = end of doc
- Home = beginning of line
- End = end of line

Ctrl + Z = undo; Ctrl + Y = redo

For Macs, instead of Ctrl, use the Apple/Command key