

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