



Microsoft Word Cheat Sheet

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Open Document ctrl + O	Create New ctrl + N	Save ctrl + S	Close Document ctrl + W	Print ctrl + P	Help! F1
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Beginning of Document ctrl + Home	End of Document ctrl + End	Beginning of line Home	End of line End	Down One Screen page down	Up One Screen page up	Align Left ctrl + L	Align Centre ctrl + E	Align Right ctrl + R
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Cut ctrl + X	Copy ctrl + C	Paste ctrl + V	Undo ctrl + Z	Redo ctrl + Y	Find ctrl + F	Replace ctrl + H
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Change Case of selected text ↑ Shift + F3	Insert Date alt + ↑ Shift + D	Insert Time alt + ↑ Shift + T	Insert Page Number alt + ↑ Shift + P	Apply Normal Style ctrl + ↑ Shift + N
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Bold ctrl + B	Italics ctrl + I	Underline ctrl + U	Select All ctrl + A	Switch Documents ctrl + F6	Spell Check F7
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Fold along the dotted lines and glue here.

Please note that some short-cuts may be version specific.