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Ctrl+A = Select all

Ctrl+B = Bold

Ctrl+C = Copy

Ctrl+D = Default Font

Ctrl+E = Center Alignment

Ctrl+F = Find

Ctrl+G = Go to

Ctrl+H = Replace

Ctrl+I = Italic

Ctrl+J = Justify Alignment

Ctrl+K = Insert Hyperlink

Ctrl+L = Left Alignment

Ctrl+M = Indent

Ctrl+N = New Document

Ctrl+O = Open Document

Ctrl+P = Print

Ctrl+Q = Remove Formatting

Ctrl+R = Right Alignment

Ctrl+S = Save

Ctrl+T = Create a Hanging Indent

Ctrl+U = Underline

Ctrl+V = Paste

Ctrl+W = Close Document

Ctrl+X = Cut

Ctrl+Y = Redo

Ctrl+Z = Undo



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Microsoft Office Short Keys Study Guide

Cheryl Price



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