

## COMMON SHORTCUT KEYS THAT CAN BE USED IN **MICROSOFT WORD**:

To <b>bold</b> text	CTRL+B	To right align text	CTRL+R
To <i>italicize</i> text	CTRL+I	To left align text	CTRL+L
To <u>underline</u> text	CTRL+U	To center align text	CTRL+E
To decrease font size	CTRL+[	To select text	SHIFT+ARROW KEYS
To increase font size	CTRL+]	To save a file	CTRL+S
To copy selected text	CTRL+C	To save as a file	F12
To cut selected text	CTRL+X	To close a document	ALT+F4
To paste selected text	CTRL+V	To select all text	CTRL+A
To print	CTRL+P		