

Windows

CTRL + KEYS

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These are keyboard shortcuts to getting a special effect. They are created by holding down the [Ctrl] key and touching the next key — releasing both quickly.

<u>RESULT</u>	<u>CTRL + KEY</u>
Bold	[Ctrl] + [B]
Justify Center	[Ctrl] + [E]
Copy	[Ctrl] + [C]
Cut	[Ctrl] + [X]
Go to End of File	[Ctrl] + [End]
Find	[Ctrl] + [F]
New Document	[Ctrl] + [N]
Open Document	[Ctrl] + [O]
Paste	[Ctrl] + [V]
Print	[Ctrl] + [P]
SAVE	[Ctrl] + [S]
Select All	[Ctrl] + [A]
Underline	[Ctrl] + [U]
Undo	[Ctrl] + [Z]