
Below is a list of COMMON keyboard shortcuts that can be used universally, regardless of the program you are in.

- CMD + A = Selects **ALL** in the current document
- CMD + B = **BOLD** text
- CMD + C = **COPIES** the item or text to the Clipboard
- CMD + F = Displays the **FIND** dialog box, to search the current document
- CMD + G = Launches **FIND NEXT**
- CMD + H = Displays the **REPLACE** dialogue box
- CMD + I = **ITALICIZES** text
- CMD + J = Full **JUSTIFICATION**
- CMD + K = Create **HYPERLINK**
- CMD + L = **LEFT** Alignment of Text
- CMD + M = **MINIMIZE** the Window
- CMD + N = Creates a **NEW** document
- CMD + O = Displays the **OPEN** File dialogue box
- CMD + P = Displays the **PRINT** dialog box
- CMD + Q = **QUITS** the current application
- CMD + R = **RIGHT** Alignment
- CMD + S = Displays the **SAVE** dialog box
- CMD + T = Create a hanging **INDENT**
- CMD + U = **UNDERLINE** text
- CMD + V = **PASTES** the copied item or text from the Clipboard into the current position in the document
- CMD + W = Closes the **Window** of the document/App you are in
- CMD + X = **CUTS** the item or text selected to the Clipboard
- CMD + Y = **REDO** the last undone action
- CMD + Z = **UNDOES** the last action