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

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