**Key Shortcuts:**

|  |  |  |
| --- | --- | --- |
| **Ribbon/Key** | **Ctrl +** | **Alt +** |
| **A** | **Select All** | **Earlier Version of Word** |
| **B** | **Bold Words** | **N/A** |
| **C** | **Copy** | **N/A** |
| **D** | **To Open Font** | **N/A** |
| **E** | **Centering Text** | **Customize&Control** |
| **F** | **Open Navigation** | **Menu Option to File** |
| **G** | **Open Find and Replace** | **N/A** |
| **H** | **Open Find and Replace** | **N/A** |
| **I** | **Font Italics**  | **N/A** |
| **J** | **Justify Text** | **N/A** |
| **K** | **Open Insert Hyperlink** | **N/A** |
| **L** | **Make Text Align To The Left** | **N/A** |
| **M** |  **Tab/Indent** | **Goes to Mailings** |
| **N** | **New Page, New Window** | **Goes to Insert** |
| **O** | **Open File** | **N/A** |
| **P** | **To Open Print** | **Goes to Page Layout** |
| **Q** | **To remove formatting** | **N/A** |
| **R** | **Make Text Align To The Right** | **Goes to Review** |
| **S** | **To save** | **N/A** |
| **T** | **Add Tab** | **N/A** |
| **U** | **To Underline The Text** | **N/A** |
| **V** | **To Paste** | **N/A** |
| **W** | **Close Window** | **N/A** |
| **X** | **Cut** | **N/A** |
| **Y** | **Repeat Typing** | **N/A** |
| **Z** | **Undo** | **N/A** |