



Word Cheat Sheet

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Open
document



Create new
document



Save



Save as



Preview
and print



Switch between
open windows



Find



Replace



Jump to top
of document



Jump to end
of document



Jump to
start of line



Jump to
end of line



Up or down
one screen



Align text
to left



Align text
to right



Centre
text



Bold
selected text



Italicise
selected text



Underline
selected text



Change case of
selected text



Copy formatting
of selected text



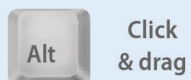
Paste formatting
of selected text



Repeat
action



Vertically
select text



Select
text



Copy selected
text or object



Indent
paragraph



Return to
last edit point



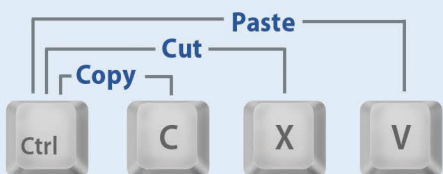
Insert
page break



Insert
hyperlink



Spell
check



Select All



Undo



Redo

