

MONTHLY IT NIB

PC Keyboard Shortcuts as a part of **α**lpha Teachers' Tool Kit

01. Selects all in the current document **Ctrl + A**

02. Bold text **Ctrl + B**

03. Copies the item or text **Ctrl + C**

04. Paste the item or text **Ctrl + V**

05. Cuts the selected item or text **Ctrl + X**

06. Switch a paragraph between center and left alignment **Ctrl + E**

07. Displays the Find dialog box to search the current document **Ctrl + F**

08. Switch a paragraph between justified and left alignment **Ctrl + J**

09. Create a hyperlink **Ctrl + K**

10. Switch the alignment of a paragraph between left and right **Ctrl + R**

11. Create a new document **Ctrl + N**

12. Prints a document **Ctrl + P**

13. Saves a document **Ctrl + S**

14. Underlines text **Ctrl + U**

15. Redo the last action **Ctrl + Y**

16. Undo the last action **Ctrl + Z**



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