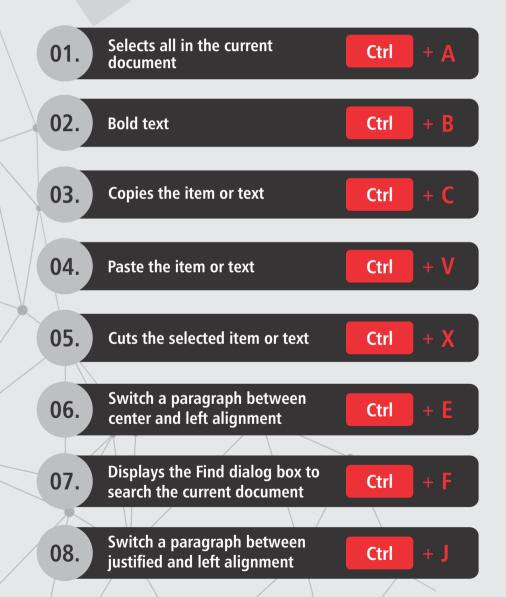
MONTHLY IT NIB

PC Keyboard Shortcuts as a part of αlpha Teachers' Tool Kit





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