

General			
OPEN a Document	<Ctrl> + <O>	CLOSE a Document	<Ctrl> + <W>
SAVE a Document	<Ctrl> + <S>	SAVE AS	<F12>
PRINT	<Ctrl> + <P>	PRINT Preview	<Alt> + <Ctrl> + <I>
CANCEL	<Esc>	CLEAR	<Del>
UNDO	<Ctrl> + <Z>	REDO	<Ctrl> + <Y>
DELETE	<Ctrl> + <Del>	HELP	<F1>
SPLIT Window	<Alt> + <Ctrl> + <S>	REMOVE Split	<Alt> + <Tab> + <C>

Navigation			
TOP of Page	<Page Up>	BOTTOM of Page	<Page Down>
BROWSE Previous	<Ctrl> + <Page Up>	BROWSE Next	<Ctrl> + <Page Down>
START of Document	<Home>	END of Document	<End>
END of Row	<Alt> + <End>	END of Column	<Alt> + <Page Down>
GO to Page	<Ctrl> + <G>	PRINT Layout View	<Alt> + <Ctrl> + <P>
OUTLINE View	<Alt> + <Ctrl> + <O>	DRAFT View	<Alt> + <Ctrl> + <N>

Editing			
COPY	<Ctrl> + <C>	CUT	<Ctrl> + <X>
PASTE	<Ctrl> + <V>	OVERTYPE Mode	<Insert>
PAGE Break	<Ctrl> + <Enter>	FIND Repeat	<Alt> + <Ctrl> + <Y>
FIND & Replace	<Ctrl> + <H>	SELECT All	<Ctrl> + <A>
HYPERLINK	<Ctrl> + <K>	COMMENT Insert	<Alt> + <Ctrl> + <M>
TRACKING On/Off	<Ctrl> + <Shift> + <E>	REVIEWING Pane Off	<Alt> + <Shift> + <C>

Formatting			
BOLD	<Ctrl> + <B>	ITALIC	<Ctrl> + <I>
UNDERLINE	<Ctrl> + <U>	FONT	<Ctrl> + <D>
FONT Size	<Ctrl> + <Shift> + <P>	INDENT	<Ctrl> + <M>
ALIGN Left	<Ctrl> + <L>	ALIGN Right	<Ctrl> + <R>
CENTRE	<Ctrl> + <E>	JUSTIFY	<Ctrl> + <J>

Selection	
Word	Double-click on the word
Sentence	Press & hold <Ctrl> then click anywhere in the sentence
Line	Click in the selection bar next to the line
Paragraph	Triple-click anywhere in the paragraph
All	<Ctrl> + <A>