

Common keyboard shortcuts

To use these shortcuts, press all the keys at the same time. For example, for **Control A**, press and hold down **Control**. Then tap **A**. At the moment of tapping **A**, the command will execute, and you will see all the text highlighted.

Key combination	Text mark
Alt O F N	Change a font
Alt O B S	Shade a box
Alt O P E	Add spacing after a paragraph
Alt O N N	Number a paragraph
Alt A I T	Insert a table
Alt I P F	Insert a picture from a file
Alt I N D C	Insert a table of contents
Alt F I	See the properties of the document
Control C	Copy text
Control V	Paste text
Control Z	Undo a command
Control S	Save a file
Control B	Make text bold
Control I	Make text italics
Control U	Underline text
Control A	Select everything in the file
Control O	Open a file
Control P	Print a file