

hot keys

- Hot keys are keys on the keyboard that act as shortcuts for a designated task.

- Ctrl+f
- Ctrl+h
- Ctrl+p
- Ctrl+v
- Ctrl+c
- Ctrl+x
- Ctrl+l
- Ctrl+e
- Ctrl+r
- Ctrl+j
- Ctrl+>
- Ctrl+<
- Ctrl+b
- Ctrl+l
- Ctrl+u
- Ctrl+enter
- Ctrl+=
- Ctrl+Shift++
- Ctrl+k
- Alt+=
- Alt+Ctrl=f
- Alt+Ctrl+d
- Alt+Shift+x
- Alt+Shift+l
- F7
- Alt+click
- Shift+f7
- Ctrl+Shift+e
- Alt+f8
- Ctrl+home
- Ctrl+end
- Home
- End
- Ctrl+page up
- Ctrl+page down
- Find a word in a document
- Replace a word in a document
- Print a document
- Paste
- Copy
- Cut
- Aligns text to the left
- Centers text
- Aligns text to the right
- Justify text
- Increases the font size
- Decreases the font size
- Bold
- Italic
- Underline
- Inserts a page break
- Subscript
- Superscript
- Insert hyperlink
- Insert Equation
- Insert Footnote
- Insert endnote
- Puts the selected text into the index of the document
- Puts the selected text into the Table of Authorities
- Spelling and Grammar
- Opens the research box
- Opens the thesaurus
- Track changes
- View Macros
- Moves cursor to the beginning of your document
- Moves cursor to the end of your document
- Beginning of the line the cursor is on
- End of the line that the cursor is on
- Goes to the top of the previous page
- Goes to the top of the next page