

## CHEAT SHEET

(Or reference sheet since you're opposed to cheating. Good chap!) Including helpful shortcuts, common symbols, and helpful tips.

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Formatting Shortcu	ts
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· CTRL + I	Italics
· CTRL + O	Open
· CTRL + P	Print
· CTRL+SHIFT+=	Superscript
· CTRL+SHIFT+A	All Caps
· CTRL+SHIFT+K	Small Caps
· CTRL+]	Larger Font +1pt
· CTRL+[	Smaller Font -1pt
· CTRL+K	Hyperlink
Text Alignment	
· CTRL + E	Center
· CTRL + L	Left
· CTRL + R	Right
· CTRL + J	Justified
. CTRL + / + C	Insert Cent Sign (¢)
· CTRL+SHIFT+L	Insert Bullet Point

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· Click Tools >	Count total words
Word Count	
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side by side	word
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Editing Shortcuts
CTRL + A Select All
CTRL + X Cut Selected
CTRL + C Copy Selected
CTRL + V Paste
CTRL + Z Undo
CTRL + Y Re-do
CTRL + F Find
F4 Repeat Last Action
SHIFT+ALT+D Insert Date
SHIFT+ALT+T Insert Time
ESC Cancel Action
ENTER New Paragraph
SHIFT+ENTER New Line
· CTRL + Left Move Cursor Right
One Word
· CTRL + Right Move Cursor Left
One Word
CTRL+Backspace Backspase Left
One Word
CTRL + DEL Delete Right
One Word

Special Symbols	
. CTRL + / + C	Insert Cent (¢)
CTRL+ALT+E	Insert Euro C
ALT+CTRL+ Minus	Em dash -
(minus on Numped)	
. CTRL+SHIFT+SPACE	Unbreakable space

## **ASCII Codes**

riold "ALT" down and type the numbers in on the right side of the keyboard (num pad) then let go of the buttons and the obseraction will appear

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### **NARAYAN CHANGDER**

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