

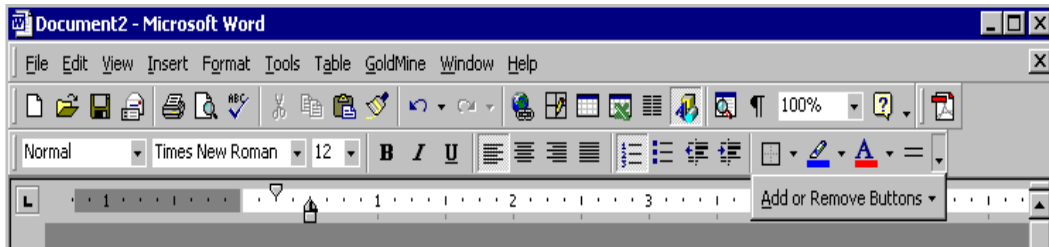



Handy shortcuts

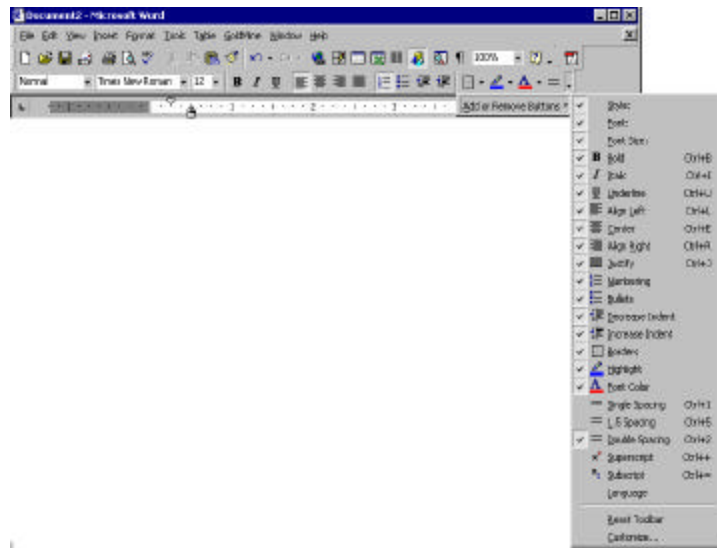
Activity	Shortcut Keys
Repeat your last action	F4 or CTRL+Y
Find and replace	CTRL+F
Go to page, section, line, etc.	CTRL+G
Delete a word	CTRL+BACKSPACE
Change case	SHIFT+F3
Bold	CTRL+B
Italicize	CTRL+I
Go to the beginning of the document	CTRL+HOME
Go to the end of the document	CTRL+END
Select to the beginning of the document	CTRL+SHIFT+HOME
Select to the end of the document	CTRL+SHIFT+END
Open the thesaurus	SHIFT+F7
Insert a hyperlink	CTRL+K
Select all	CTRL+A
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Save	CTRL+S
Print	CTRL+P
Open	CTRL+O

Adding Shortcuts to menu:

Step 1: Click on the down arrow and click on **Add or Remove Buttons**.



Step 2: Click on the shortcut you want to add and it should place a  mark.



Step 3: Click on the newly created Shortcut on the Toolbar.

