**Helpful WORD Shortcuts**

|  |  |
| --- | --- |
| **Copy** | **Ctrl C** |
| **Paste** | **Ctrl V** |
| **Bold** | **Ctrl B** |
| **Underline** | **Ctrl U** |
| **Center Title** | **Ctrl E** |
| **Italicize** | **Ctrl I** |
| **Save** | **Ctrl S** |
| **Print** | **Ctrl P** |
| **Indent Paragraph** | **Tab** |
| **Double Space** | **Ctrl 2** |
| **Select Next Space** | **Shift** |
| **Select Next Word** | **Ctrl Shift** |
| **Select Next Paragraph** | **Ctrl Shift** |
| **Indent Entire Paragraph** | **Ctrl M** |
| **Select Entire Document** | **Ctrl A** |
| **Hanging Indent** | **Ctrl T** |
| **Find** | **Ctrl F** |
| **Column Break** | **Ctrl Shift Enter** |
| **Save As** | **F12** |