**Command Shortcut Command**

Copy Control + C

Cut Control + X

Paste Control + V

Format Painter Control + Shift + E

Bold Control + B

Italic Control + I

Underline Control + U

Change Font Control + Shift + F

Increase Font Size Control + Shift + >

Decrease Font Size Control + Shift + <

Align Paragraph Left Control + L

Align Paragraph Center Control + E

Align Paragraph Right Control + R

Align Paragraph Justify Control + J

Display Show Hide Marks Control + Shift+ 8

Print Preview Control + F2

Apply Heading 1 Control + Alt + 1

Apply Heading 2 Control + Alt +2

Find Control + F

Replace Control + H

Select All Control +A

Insert Date Field Control + Shift + D

Insert Hyperlink Control + K

Spell Check F7

Undo Control + Z

Redo Control + Y