

Open document



Create new document



Save



Save as



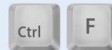
Preview and print



Switch between open windows



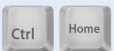
Find



Replace



Jump to top of document



Jump to end of document



Jump to start of line



Jump to end of line



Up or down one screen



Align text to left



Align text to right



Centre text



Bold selected text



Italicise selected text



Underline selected text



Change case of selected text



Copy formatting of selected text



Paste formatting of selected text



Repeat action



Vertically select text



Select text



Copy selected text or object



Indent paragraph



Return to last edit point



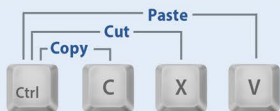
Insert page break



Insert hyperlink



Spell check



Select All



Undo



Redo



10% off courses with discount code  
cheatsheet at [nhireland.ie](http://nhireland.ie) or [nhlondon.com](http://nhlondon.com)