

## MICROSOFT WORD FORMATTING KEYBOARD COMMANDS

Ctrl + P	Print
Ctrl + S	Save
Ctrl + Z	Undo
Ctrl + Y	Redo
CTRL+B	Make text bold
CTRL+I	Italicize
CTRL+U	Underline
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Copy + delete
Shift + F3	Change case of letters
Ctrl+Shift+>	Increase font size
Ctrl+Shift+<	Decrease font size
Highlight Text Shift + Arrow Keys	Selects one letter at a time
Shift + Ctrl + Arrow keys	Selects one word at a time
Shift + End or Home	Selects lines of text
Change or resize the font CTRL+SHIFT+ >	Increase the font size