

Basic WORD Navigation (SEW)

Basic Navigation & Editing Shortcuts

Shortcut	Function
Ctrl + A	Select all text
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + S	Save
Ctrl + P	Print
Ctrl + F	Find text
Ctrl + H	Find and replace

Formatting Shortcuts

Shortcut	Function
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + E	Center align
Ctrl + L	Left align
Ctrl + R	Right align
Ctrl + J	Justify text
Ctrl + Shift + K	Small caps text