

My Favorite Key Commands

Save	Ctrl + S	Insert Hyperlink	Ctrl + K
Print	Ctrl + P		
Undo	Ctrl + Z	Put back what you deleted	Ctrl + Y
Cut	Ctrl + X		
Copy	Ctrl + C	Double Spacing	Ctrl + 2
Paste	Ctrl + V	Align Left	Ctrl + L
Bold	Ctrl + B	Center	Ctrl + E
Italic	Ctrl + I	Print Preview	Ctrl + F2
Underline	Ctrl + U	Save as...	F12