

## Common Shortcut Keys

Control a	to select all
Control b	to bold
Control c	to copy
Control e	to center align
Control i	to make italics
Control u	to underline
Control x	to cut
Control v	to paste
Control l	to left align
Control p	to print
Control r	to right align
Control s	to save
Control y	to redo
Control z	to undo
Control [	to increase font size
Control ]	to decrease font size

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