Computer Proficiency Test

Shortcut	Description
Ctrl + 0	Toggles 6pts of spacing before a paragraph.
Ctrl + A	Select all contents of the page.
Ctrl + B	Bold highlighted selection.
Ctrl + C	Copy selected text.
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Ctrl + E	Aligns the line or selected text to the center of the screen.
Ctrl + F	Open find box.
Ctrt ± I	Italic highlighted selection.
Ctrl + J	Aligns the selected text or line to justify the screen.
Ctrl + K	Insert a hyperlink.
Ctrl + L.	Aligns the line or selected text to the left of the screen.
Ctrl + M	Indent the paragraph.
Ctrl + N	Opens new, blank document window.
Ctrl + O	Opens the dialog box or page for selecting a file to open.
Ctrl + P	Open the print window.
Ctrl + R	Aligns the line or selected text to the right of the screen.
Ctrl + S	Save the open document. Just like Shift + F12.
Ctrl + T	Create a hanging indent:
Ctrl + U	Underline the selected text,
Ctrl + V	Paste.
Ctrl + W	Close the currently open document.
Ctrl + N	Cut selected text.
Ctrl + Y	Redo the last action performed.
Ctrl ± Z	Undo last action.
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