
Keyboard	What it does
CTRL A	Selects the entire document
Double click	Select one word
Triple click or double click the selection bar	Selects a paragraph
CTRL and click	Selects a sentence
CTRL Spacebar	Remove formatting
Shift F3	Cycles through cases – Upper, Proper, Normal
CTRL]	Increases the font size by one
CTRL [Decreases the font size by one
CTRL X	Cut
CTRL C	Copy
CTRL V	Paste
CTRL Backspace	Delete one word to the left
CTRL Delete	Delete one word to the right
CTRL Shift W	Underline Words but not spaces
CTRL Shift D	Double Underline Words
CTRL =	Apply Subscript
CTRL SHIFT Plus	Apply Superscript
ATL CTRL 1	Heading Style 1
ATL CTRL 2	Heading Style 2
CTRL 1	Single Space
CTRL 2	Double Space
CTRL 5	1.5 line spacing
