Basic A to Z Shortcut Keys

CTRL + A	Select All Text
CTRL + B	Bold Selected Text
CTRL + C	Copy Selected Text
CTRL + D	Open Font Dialog Box
CTRL + E	Align Text To Center
CTRL + F	Find Text
CTRL + G	Go To Specific Place
CTRL + H	Replace Text With Another Text
CTRL + I	Italicize Text
CTRL + J	Align Text To Justify
CTRL + K	Insert Hyperlink
CTRL + L	Align Text To Left
CTRL + M	Indent A Paragraph From The Left
CTRL + N	Open New Document
CTRL + O	Open An Existing Document
CTRL + P	Print A Document
CTRL + Q	Remove Paragraph Formatting
CTRL + R	Align Text To Right
CTRL + S	Save The Document
CTRL + T	Create A Hanging Indent
CTRL + U	Underline Selected Text
CTRL + V	Paste Any Text Or Object That Has Been Copied.
CTRL + W	Close Open Tab In A Browser Or A Document In Word.
CTRL + X	Cut Text or Object Action.
CTRL + Y	Redo Any Undo
CTRL + Z	Undo Any Action.