

Common Keyboarding Shortcuts:

Make letters bold.	CTRL+B
Make letters italic.	CTRL+I
Make letters underline.	CTRL+U
Decrease font size.	CTRL+SHIFT+< (less than sign)
Increase font size.	CTRL+SHIFT+> (greater than sign)
Remove paragraph or character formatting.	CTRL+SPACEBAR
Copy the selected text or object.	CTRL+C
Cut the selected text or object.	CTRL+X
Paste text or an object.	CTRL+V
Undo the last action.	CTRL+Z
Redo the last action.	CTRL+Y

