



Selected Text	
Cut	CTRL + X
Copy	CTRL + C
Paste	CTRL + V
Paste (no format)	CTRL + SHIFT + V
Superscript	CTRL + SHIFT + +
Bold	CTRL + B
Italicize	CTRL + I
Underline	CTRL + U

Paragraph	
Left align	CTRL + L
Center align	CTRL + E
Right align	CTRL + R
Justify text	CTRL + J
Normal indent left	CTRL + DEL
Copy Format	CTRL + ALT + Q
Apply Format	CTRL + ALT + S

Table	
Convert to financial table	CTRL + SHIFT + F
Color alternate rows	CTRL + SHIFT + A
Table properties	CTRL + ALT + T
Column Widths	CTRL + ALT + C

Financial Columns Only		
Single underline	CTRL + ALT + R	CTRL + SHIFT + 1
Double underline	CTRL + ALT + D	CTRL + SHIFT + 2
Clear underline	CTRL + ALT + E	CTRL + SHIFT + 3

Document	
Select All	CTRL + A
Save	CTRL + S
Undo	CTRL + Z
Redo	CTRL + Y
Insert page break	CTRL + ALT + P
Insert non-breaking space	CTRL + SPACE