



Keyboard Shortcuts (WordPerfect)	
To get this:	Press this keystroke combination:
<b>Moving Within a Document</b>	
Beginning / end of a line	<b>Home</b> / <b>End</b>
Beginning / end of a document or window	<b>Ctrl Home</b> / <b>Ctrl End</b>
Top / bottom of the current page	<b>Alt Home</b> / <b>Alt End</b>
Top of previous / next page	<b>Alt PgUp</b> / <b>Alt PgDn</b>
Go to	<b>Ctrl G</b>
Paragraph up / down	<b>Ctrl ↑</b> / <b>Ctrl ↓</b>
Previous / next word	<b>Ctrl ←</b> / <b>Ctrl →</b>
<b>Editing, Formatting and Aligning Text</b>	
Cut (  ) to clipboard	<b>Ctrl X</b>
Copy (  ) to clipboard	<b>Ctrl C</b>
Paste (  ) from clipboard	<b>Ctrl V</b>
Undo (  )	<b>Ctrl Z</b>
Delete current word / Delete to end of line	<b>Ctrl ←Bksp</b> / <b>Ctrl Del</b>
Insert Date Text / Date Code	<b>Ctrl D</b> / <b>Ctrl ⇧D</b>
Page Break	<b>Ctrl Enter↵</b>
Select text	<b>⇧Shift</b> + cursor movement keys
Select all (document / text box)	<b>Ctrl A</b>
<b>Bold</b> / <i>Italics</i> / <u>Underline</u>	<b>Ctrl B</b> / <b>Ctrl I</b> / <b>Ctrl U</b>
Font dialog box	<b>F9</b>
Convert case of selected word	<b>Ctrl K</b>
Align Left (  ) / Right (  ) / Center (  )	<b>Ctrl L</b> / <b>Ctrl R</b> / <b>Ctrl E</b>
Center Text (Line)	<b>⇧Shift F7</b>
Flush Right (Line)	<b>Alt F7</b>
Indent (Paragraph)	<b>F7</b>
<b>Miscellaneous Functions</b>	
Cancel an action	<b>Esc</b>
Exit Window (or Program)	<b>Alt F4</b>
Find and Replace	<b>Ctrl F</b> (or <b>F2</b> )
Help	<b>F1</b>
New File (  )	<b>Ctrl N</b>
Open File (  ) / Close File (or Window) (  )	<b>Ctrl O</b> (or <b>F4</b> ) / <b>Ctrl F4</b>
Print (  )	<b>Ctrl P</b> (or <b>F5</b> )
Reveal Codes	<b>Alt F3</b> (or <b>F11</b> )
Save File (  )	<b>Ctrl S</b>