



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