

Formatting

Ctrl + E	Centers text
Ctrl + L	Left aligns text
Ctrl + R	Right aligns text
Shift + F1	Reveal formatting
Ctrl + Z	Undo
Ctrl + Y	Redo

General

F4	Repeats last command
Ctrl + H	Find and replace
Shift + F3	Changes case
Ctrl + Shift + Spacebar	Non-breaking space
Ctrl + Shift + Hyphen	Non-breaking hyphen

ALT key – Press Alt key once to display keyboard shortcuts.

