



# Word Cheat Sheet

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**Open Document**



**Create New**



**Save**



**Close Document**



**Print**



**Help!**



**New Horizons London**

268 Bath Road, Slough, SL1 4DX

+44 (0) 20 8142 8961

uk-info@nhireland.ie

**Beginning of Document**



**End of Document**



**Beginning of line**



**End of line**



**Down One Screen**



**Up One Screen**



**Align Left**



**Align Centre**



**Align Right**



**Cut**



**Copy**



**Paste**



**Undo**



**Redo**



**Find**



**Replace**



**Change Case of selected text**



**Insert Date**



**Insert Time**



**Insert Page Number**



**Apply Normal Style**



**Bold**



**Italics**



**Underline**



**Select All**



**Switch Documents**



**Spell Check**



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Fold along the dotted lines and glue here.

Please note that some short-cuts may be version specific.