



MS Word Processing

Match the Shortcut Keys

Create new document

CTRL + C

Replace words

Ctrl + O

Select the Document

Ctrl + S

Copy Letters/Objects

Ctrl + Home

Open a Document

Ctrl + End

Paste Letters/Objects

Ctrl + A

Moves the cursor to the beginning of the document

Ctrl + V

Save the Document

Ctrl + N

Moves the cursor to the end of the document.

Ctrl + H

