

# Windows 7 WordPad Keyboard Shortcuts

<b>Ctrl+N</b>	Create a new document
<b>Ctrl+O</b>	Open an existing document
<b>Ctrl+S</b>	Save changes to a document
<b>F12</b>	Save the document as a new file
<b>Ctrl+P</b>	Print a document
<b>Alt+F4</b>	Close WordPad
<b>Ctrl+Z</b>	Undo a change
<b>Ctrl+Y</b>	Redo a change
<b>Ctrl+A</b>	Select the entire document
<b>Ctrl+X</b>	Cut a selection
<b>Ctrl+C</b>	Copy a selection to the Clipboard
<b>Ctrl+V</b>	Paste a selection from the Clipboard
<b>Ctrl+B</b>	Make selected text bold
<b>Ctrl+I</b>	Italicize selected text
<b>Ctrl+U</b>	Underline selected text
<b>Ctrl+=</b>	Make selected text subscript
<b>Ctrl+Shift+=</b>	Make selected text superscript
<b>Ctrl+L</b>	Align text left
<b>Ctrl+E</b>	Align text center
<b>Ctrl+R</b>	Align text right
<b>Ctrl+J</b>	Justify text
<b>Ctrl+1</b>	Set single line spacing
<b>Ctrl+2</b>	Set double line spacing
<b>Ctrl+5</b>	Set line spacing to 1.5
<b>Ctrl+Shift+&gt;</b>	Increase the font size
<b>Ctrl+Shift+&lt;</b>	Decrease the font size
<b>Ctrl+Shift+A</b>	Change characters to all capitals
<b>Ctrl+Shift+L</b>	Change the bullet style
<b>Ctrl+D</b>	Insert a Microsoft Paint drawing
<b>Ctrl+F</b>	Find text in a document
<b>F3</b>	Find the next instance of the text in the Find dialog box
<b>Ctrl+H</b>	Replace text in a document
<b>Ctrl+Left Arrow</b>	Move the cursor one word to the left
<b>Ctrl+Right Arrow</b>	Move the cursor one word to the right
<b>Ctrl+Up Arrow</b>	Move the cursor to the line above
<b>Ctrl+Down Arrow</b>	Move the cursor to the line below
<b>Ctrl+Home</b>	Move to the beginning of the document
<b>Ctrl+End</b>	Move to the end of the document
<b>Ctrl+Page Up</b>	Move up one page
<b>Ctrl+Page Down</b>	Move down one page
<b>Ctrl+Delete</b>	Delete the next word
<b>F10</b>	Display keytips
<b>Shift+F10</b>	Show the current shortcut menu
<b>F1</b>	Open WordPad Help

Visit <http://www.shortcutmania.com/> for more printable keyboard shortcuts