Toolbars:

Formatting Toolbar:
- File → New [Alternate]
  - New: Creates a new blank file (ctrl+N)

- Save: Saves the active file (ctrl+S)
  - [File → Save] Alternate
  - Shortcut key: ctrl+S

- Print Preview: Displays full page as they are printed.
  - Alternate = File → Print Preview
  - Shortcut = ctrl+F2

- Cut: Cuts the selection and puts it on the clipboard.
  - Alternate = Edit → Cut
  - Shortcut = ctrl+X

- Paste: Inserts the clipboard contents at the insertion point.
  - Alternate = Edit → Paste
  - Shortcut = ctrl+V

- Undo: Reverses certain last command
  - Alternate = Edit → Undo
  - Shortcut = ctrl+Z

- Insert Hyperlink: Displays the destination object, document or page.
  - Shortcut = ctrl+k