

Toolbars

Formatting Toolbar

-  New → File → New [Alternate]
Creates a new blank file (ctrl + N)
-  Saves saves the active file (ctrl + S)
[File → Save] Alternate
Shortcut key → ctrl + S
-  Print Preview → Displays Publ page as they are printed.
Alternate → File → Print Preview
Shortcut → ctrl + F2
-  Cut → cuts the selected text and put it on the clipboard.
Alternate → Edit → Cut
Shortcut → ctrl + V
-  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