

COREL® WORDPERFECT 8 QUICK KEYS

Ctrl + N = NEW

Ctrl + O = OPEN

Ctrl + S = SAVE

Ctrl + P = PRINT

Ctrl + D = DATE

Ctrl + F = FIND AND REPLACE

F1 = HELP

Ctrl + Z = UNDO

Ctrl + X = CUT

Ctrl + C = COPY

Ctrl + V = PASTE

Ctrl + B = BOLD

Ctrl + G = GO TO

F7 = INDENT

Ctrl + I = ITALIC

Ctrl + U = UNDERLINE

Ctrl + E = CENTRE

Ctrl + L = LEFT ALIGN

Ctrl + R = RIGHT ALIGN

Ctrl + W = INSERTS SYMBOL

Ctrl + **Space** = HARD SPACE