

## WordPad Shortcut keys



### 44 WordPad Shortcut keys

No.	Action	WordPad Shortcut keys
1	Create a New document	Ctrl + N
2	Open an Existing document	Ctrl + O
3	Save	Ctrl + S
4	Save As	F12
5	Print	Ctrl + P
6	Close	Alt + F4
7	Undo	Ctrl + Z
8	Redo	Ctrl + Y
9	Select the entire document	Ctrl + A
10	Copy	Ctrl + C
11	Cut	Ctrl + X
12	Paste	Ctrl + V
13	Make selected text bold	Ctrl + B
14	Italicize selected text	Ctrl + I
15	Underline selected text	Ctrl + U
16	Make selected text subscript	Ctrl + =
17	Make selected text superscript	Ctrl + Shift + +
18	Align text left	Ctrl + L
19	Align text center	Ctrl + E
20	Align text right	Ctrl + R
21	Justify text	Ctrl + J
22	Set single line spacing	Ctrl + 1
23	Set double line spacing	Ctrl + 2
24	Set line spacing to 1.5	Ctrl + 5
25	Increase the font size	Ctrl + Shift + >
26	Decrease the font size	Ctrl + Shift + <
27	Change characters to all capitals	Ctrl + Shift + A
28	Change the bullet style	Ctrl + Shift + L
29	Insert a Microsoft Paint drawing	Ctrl + D
30	Find the text	Ctrl + F
31	Find the next instance of the text in the Find dialog box	F3
32	Replace the text	Ctrl + H
33	Move the cursor one word to the left	Ctrl + Left Arrow key
34	Move the cursor one word to the right	Ctrl + Right Arrow key
35	Move the cursor to the line above	Ctrl + Up Arrow key
36	Move the cursor to the line below	Ctrl + Down Arrow key
37	Move to the beginning of the document	Ctrl + Home
38	Move to the end of the document	Ctrl + End
39	Move up one page	Ctrl + Page Up
40	Move down one page	Ctrl + Page Down
41	Delete the next word	Ctrl + Delete
42	Show the current shortcut menu	Shift + F10
43	Open WordPad Help	F1
44	Display keytips	F10

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