**Action Keys**

Create a non-breaking space Ctrl+Shift+Spacebar

Create a non-breaking hyphen Ctrl+Shift+Hyphen

Make letters bold Ctrl+B

Make letters italic Ctrl+I

Underline letters Ctrl+U

Copy the selected text or object Ctrl+C

Cut the selected text or object Ctrl+X

Paste text or an object Ctrl+V

Undo the last action Ctrl+Z

Redo the last action Ctrl+Y

Display the open dialog box Ctrl+F12 or Ctrl+O

Display the save as dialog box F12

Open the selected folder or file Enter

Open the folder one level above the selected folder Backspace

Delete the selected folder or file Delete

Move forward through options Tab

Move back through options Shift+Tab

Cancel an action Esc

Create a new document Ctrl+N

Open a document Ctrl+O

Close a document Ctrl+W

Save a document Ctrl+S

Open the navigation task pane (to search document) Ctrl+F

Replace text, specific formatting, and special items Ctrl+H

Go to a page, bookmark, footnote, table, comment, graphic, or other location Ctrl+G

Copy selected text or graphics to the office clipboard Ctrl+C

Cut selected text or graphics to the office clipboard Ctrl+X

Open the font dialog box to change the formatting of characters Ctrl+D

Change the case of letters Shift+F3

Apply bold formatting Ctrl+B

Remove manual character formatting Ctrl+Spacebar