



Wordpad cheat sheet

General

F3	Search for the next instance of the text in the Find dialog box
F12	Save the document as a new file
Ctrl + 1	Set single line spacing
Ctrl + 2	Set double line spacing
Ctrl + 5	Set line spacing to 1.5
Ctrl + A	Select all
Ctrl + B	Make selected text bold
Ctrl + C	Copy a selection to the Clipboard
Ctrl + D	Insert a Microsoft Paint drawing
Ctrl + E	Align text center
Ctrl + F	Search for text in a document
Ctrl + H	Replace text in a document
Ctrl + I	Italicize selected text
Ctrl + J	Justify text
Ctrl + L	Align text left
Ctrl + N	Create a new document
Ctrl + O	Open an existing document
Ctrl + P	Print a document
Ctrl + R	Align text right
Ctrl + S	Save changes to a document
Ctrl + U	Underline selected text
Ctrl + V	Paste a selection from the Clipboard
Ctrl + X	Cut a selection
Ctrl + Y	Redo a change
Ctrl + Z	Undo a change
Ctrl + =	Make selected text subscript
Ctrl + Shift + =	Make selected text superscript
Ctrl + Shift + >	Increase the font size
Ctrl + Shift + <	Decrease the font size
Ctrl + Shift + A	Change characters to all capitals
Ctrl + Shift + L	Change the bullet style
Ctrl + Left arrow	Move the cursor one word to the left
Ctrl + Right arrow	Move the cursor one word to the right
Ctrl + Up arrow	Move the cursor to the previous

line

Ctrl + Down arrow	Move the cursor to the next line
Ctrl + Home	Move to the beginning of the document
Ctrl + End	Move to the end of the document
Ctrl + Page Up	Move up one page
Ctrl + Page Down	Move down one page
Ctrl + Del	Delete the next word
Alt + F4	Close WordPad
Shift + F10	Show the context menu

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More information: defkey.com/th/wordpad-shortcuts

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