



WordPerfect Office Suite 2021 cheat sheet

General

Ctrl + B	Bold
Shift + F7	Center
Ctrl + C	Copy
Ctrl + F4	Close
Ctrl + X	Cut
Ctrl + D	Date
Alt + Ctrl + F1	Dictionary
Ctrl + Shift + M	Document map
Ctrl + F5	Draft view
Alt + F4	Exit
F2 or Ctrl + F	Find & replace
Shift + F2	Find next
Alt + F2	Find previous
Alt + F7	Flush right
F9	Font
Ctrl + F9	Generate
Ctrl + G	Go to
Alt + Shift + F1	Grammatik
Shift + F11	Graphic box edit
F11	Graphic, insert from file
Ctrl + Shift + Enter	Hard page
F1	Help
Alt + Shift + F5	Hide bars
Ctrl + F11	Horizontal line
F7	Indent
Ctrl + Shift + F7	Indent, double
Ctrl + F7	Indent, hanging
Ctrl + L	Justify, left
Ctrl + R	Justify, right
Ctrl + E	Justify, center
Ctrl + J	Justify, full
Ctrl + I	Italics
Ctrl + F11	Line, horizontal
Ctrl + Shift + F11	Line, vertical
Alt + F10	Macro play
Ctrl + F10	Macro record
Ctrl + F8	Margins
F10	Menu command

Shift + F9	Merge
Ctrl + N	New
Ctrl + Shift + N	New project
Ctrl + F6	Next doc
F4 or Ctrl + O	Open
Alt + F5	Page view
Ctrl + V	Paste
Ctrl + Alt + V	Paste simple
Alt + P	PDF publish
F5 or Ctrl + P	Print
Ctrl + Shift + Z	Redo
Alt + F3	Reveal codes
Ctrl + F2	Replace
Alt + Shift + F3	Ruler
Shift + F3 or Ctrl + S	Save
F3	Save as
F8	Select (toggle)
Alt + F12	Settings
Ctrl + Shift + F3	Show (toggle)
Alt + F9	Sort
Ctrl + F1	Speller
Alt + F8	Styles
Ctrl + W	Symbol insert (WP chars)
Shift + F12	Table, borders
F12	Table, create
Ctrl + F12	Table, format
Ctrl + Shift + F12	Table, quickfill
Ctrl + =	Table, quicksum
Ctrl + T	Template
Alt + F1	Thesaurus
Ctrl + Z	Undo
Ctrl + F5	View draft
Alt + F5	View page

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More information: defkey.com/wordperfect-office-suite-2021-shortcuts

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