



WordPerfect X8 cheat sheet

General

F1	Help
Ctrl + Z	Undo
Ctrl + Shift + Z	Redo
Ctrl + Shift + N	New Project
Ctrl + N	New
Ctrl + O	Open
Ctrl + P or F5	Print dialog box
Ctrl + S	Save
F3	Save As
Alt + F4	Quit WordPerfect
Alt + P	Publish PDF
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Shift + V	Paste special
Ctrl + Alt + V	Paste as unformatted text
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + D	Date
Ctrl + F4	Close
Shift + F7	Center
Ctrl + Alt + F1	Dictionary
Ctrl + Shift + M	Document Map
Ctrl + F5	Draft View
Ctrl + F	Find and Replace
Alt + F2	Find Previous
Shift + F2	Find Next
Alt + Ctrl + P	Find the previous occurrence of the current word or selection
Alt + Ctrl + N	Find the next occurrence of the current word or selection
Ctrl + G	Go to
Ctrl + F9	Generate
Alt + Shift + F1	Grammatik
F11	Graphic: Insert From File
Ctrl + F10	Macro Record
Alt + F10	Macro Play
F10	Menu Command

Alt + Shift + F5	Hide Bars
Shift + F9	Merge
Alt + Ctrl + F9	Mail merge expert
Ctrl + F6	Next Document
Alt + F3	Reveal Codes
Alt + Shift + F3	Ruler (Toggle)
Alt + F12	Settings
Ctrl + F2	Replace
F8	Select (Toggle)
Ctrl + Shift + F3	Show (Toggle)
Ctrl + F1	Speller
Ctrl + F5	View Draft
Alt + F5	View Page
F12	Create Table
Shift + F12	Table Borders
Ctrl + F12	Table Formats
Ctrl + =	Table Quicksum
Ctrl + T	Template
Ctrl + Shift + F12	Table QuickFill
Ctrl + W	Symbol Insert

Formatting

F9	Font
Shift + F11	Graphic: Box edit
Ctrl + Shift + Enter	Hard Page
Ctrl + L	Justift Left
Ctrl + E	Justify Center
Ctrl + J	Justify Full
Ctrl + R	Justify Right
Ctrl + F7	Indent Hanging
Ctrl + Shift + F11	Line Vertical
Ctrl + F11	Line Horizontal
Alt + F9	Sort
Alt + F8	Styles
Ctrl + F8	Margins

Tools menu

Ctrl + F1	Check and correct spelling (Spell checker)
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Alt + Shift + F1	Check and correct grammar and spelling (Grammatik)
Alt + F1	Get synonyms, antonyms, definitions, and usage examples for a word (Thesaurus)
Alt + Ctrl + F1	Look up words in the dictionary (Dictionary)
Alt + F10	Play back a recorded series of commands (Macro Play)
Ctrl + F10	Record a series of commands (Macro Record)
Shift + F9	Create and combine data files and form files (Merge)
Alt + F9	Order text alphabetically or numerically (Sort)
Ctrl + F9	Generate a list, Index, cross-reference, table of contents, or table of authorities (Reference Generate)
Alt + F12	Change WordPerfect settings (Settings)

For more shortcuts, refer to WordPerfect Help > Index > Keyboard shortcuts.

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More information: defkey.com/zh/wordperfect-x8-shortcuts

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