# Word Processor Commands

## File Commands:

New document: Enter-n (dots 1-3-4-5)

Open: Enter-o (dots 1-3-5)

Save: Enter-s (dots 2-3-4)

Save as: Space-s (dots 2-3-4)

Exit: Space-z (dots 1-3-5-6)

## Editing Commands:

Start selection: Enter-b (dots 1-2)

Copy: Enter-c (dots 1-4)

Delete: Space-d (dots 1-4-5)

Cut: Enter-x (dots 1-3-4-6)

Paste: Enter-v (dots 1-2-3-6)

Select all: Enter-a (dot 1)

Check spelling: Enter-k (dots 1-3)

## Additional Commands:

Insert date: Enter-w (dots 2-4-5-6)

Find: Space-f (dots 1-2-4)

Find and Replace: Enter-r (dots 1-2-3-5)

Center line: Backspace-Space-Enter-c (dots 1-4)

Bold On/off: Control-B (dots-1-2)

Italics On/off: Control-I (dots-2-4)

Underline On/Off: Control-U (dots-1-3-6)

Toggle Math Mode on/off: Backspace-m (dots 1-3-4)

## Read Commands:

Read from beginning to cursor: Backspace-g (dots 1-2-4-5)

Read from cursor to end: Enter-g (dots 1-2-4-5)

## Layout Commands:

Set font: Enter-backspace-f (dots 1-2-4)- This is where you can adjust the font style, font size, font color, etc.

Print document layout: Backspace-t (dots 2-3-4-5)

Print paragraph layout: Backspace-2-3-4-6 – This is where you can set line spacing