

Word Processing Shortcuts

Create a Word document which has the title “Word Processing Shortcuts” that has your name near the top. Create a heading for each of the following 12 shortcuts and underneath each explain **in two complete** sentences what that shortcut does.

- Command + b
- Command + i
- Command + u
- Command + c
- Command + x
- Command + v
- Command + z
- Command + p
- Command + a
- Command + s
- Command + f
- Command + n