



WordPerfect Office: Common Keyboard Shortcuts for Wordperfect

- WordPerfect Office Suite

Bold: Ctrl-B	Center: Shift-F7
Copy: Ctrl-C	Close: Ctrl-F4
Cut: Ctrl-X	Date: Ctrl-D
Dictionary: Alt-Ctrl-F1	Document Map: Ctrl-Shift-M
Draft View: Ctrl-F5	Exit: Alt-F4
Find & Replace: F2 or Ctrl-F	Find Next: Shift-F2
Find Previous: Alt-F2	Flush Right: Alt-F7
Font: F9	Generate: Ctrl-F9
Go To: Ctrl-G	Grammatik: Alt-Shift-F1
Graphic box edit: Shift-F11	Graphic, insert from File: F11
Hard page: Ctrl-Shift-Enter	Help: F1
Hide Bars: Alt-Shift-F5	Horizontal Line: Ctrl-F11
Indent: F7	Indent, double: Ctrl-Shift-F7
Indent, hanging: Ctrl-F7	Justify, left: Ctrl-L
Justify, right: Ctrl-R	Justify, center: Ctrl-E
Justify, full: Ctrl-J	Italics: Ctrl-I
Line, horizontal: Ctrl-F11	Line, vertical: Ctrl-Shift-F11
Macro Play: Alt-F10	Macro Record: Ctrl-F10
Margins: Ctrl-F8	Menu command: F10
Merge: Shift-F9	New: Ctrl-N
New Project: Ctrl-Shift-N	Next Doc: Ctrl-F6
Open: F4 or Ctrl-O	Page View: Alt-F5
Paste: Ctrl-V	Paste Simple: *Ctrl-Alt-V
PDF publish: Alt-P	Print: F5 or Ctrl-P
Redo: Ctrl-Shift-Z	Reveal Codes: Alt-F3
Replace: Ctrl-F2	Ruler (toggle): Alt-Shift-F3
Save: Shift-F3 or Ctrl-S	Save As: F3
Select (toggle): F8	Settings: Alt-F12
Show(toggle): Ctrl-Shift-F3	Sort: Alt-F9
Speller: Ctrl-F1	Styles: Alt-F8
Symbol insert (WP chars): Ctrl-W	Table, borders: Shift-F12
Table, create: F12	Table, format: Ctrl-F12
Table, quickfill: Ctrl-Shift-F12	Table, quicksum: Ctrl-=
Template: Ctrl-T	Thesaurus: Alt-F1
Undo: Ctrl-Z	View Draft: Ctrl-F5
View Page : Alt-F5	

