
**Basic keystrokes to know using Microsoft Word
and Open Office Writer**

Tip 11

Save documents (Ctrl+s)

To find a word within a document (Ctrl+f)

To copy text (Ctrl+c)

To delete or cut text (Ctrl+x)

To paste text back into document (Ctrl+v)

To redo or repeat text (Ctrl+y)

To undo typing (Ctrl+z)_____