Tips:

|  |  |
| --- | --- |
| CTRL + M | indents an entire paragraph. (Repeat for larger indents.) |
| CTRL + Shift + M  | removes an indent for an entire paragraph. (Repeat to remove multiple indents.) |
| CTRL + T  | creates a hanging indent. (Each repeat increases the indent size by one tab stop.) |
| CTRL + Shift + T | decreases a hanging indent. |

 **Paragraph Formatting Shortcuts**

|  |  |
| --- | --- |
| Ctrl+1  | Single-spaced paragraph |
| Ctrl+5  | 1 1/2-line paragraph spacing |
| Ctrl+2  | Double-spaced paragraph |
| Ctrl+L  | Left-aligned paragraph |
| Ctrl+E |  Centered paragraph |
| Ctrl+R  | Right-aligned paragraph |
| Ctrl+J  | Justified paragraph |
| Ctrl+0  | Add or remove one line of space before the paragraph |
| Ctrl+M  | Increase indent one tab stop |
| Shift+Ctrl+M  | Decrease indent one tab stop |
| Ctrl+T  | Increase hanging indent by one tab stop |
| Shift+Ctrl+T  | Decrease hanging indent by one tab stop |

Notes

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