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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